



State of New Jersey

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

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ANTICIPATED JOB VACANCY Statewide

Issue Date: April 20, 2021 **Closing Date:** May 14, 2021
Title: Licensure Program Coordinator **Range:** X98
Reference: OSHE-2021-003 **Position #:** TBD
No. of Vacancies: 1 (one) **Salary:** \$ 60,000 - \$80,000
Location: The Office of the Secretary of Higher Education, Trenton, New Jersey

DESCRIPTION

The Office of the Secretary of Higher Education (OSHE) is a fast-paced and entrepreneurial agency that strives to make the state's vision for higher education a reality. The Office of Licensure within OSHE seeks a highly qualified Licensure Program Coordinator (LPC). The LPC would work under the direction of the Director of the Office of Licensure to coordinate the activities of the licensure office. The LPC would be responsible for handling general correspondence, assisting with site visit preparation, office project management, website maintenance, and conducting special projects of interest to operation initiatives. The LPC will also communicate with key stakeholders and work collaboratively with other state agency teams. The LPC will work closely with other members of the licensure team to execute this work.

QUALIFICATIONS

The successful candidate must possess exceptional writing skills, strong interpersonal and oral communication skills and operate effectively in a high volume, time-sensitive environment. Candidates must also have exceptional project management skills, outstanding organizational ability, ability to supervise the maintenance of records and files, and the ability to develop programs, work flows, and operational procedures to implement changes and targeted improvements in licensure office activities. Candidate should show evidence of a commitment to the state's higher education mission: *Every New Jerseyan, regardless of life circumstances, should have the opportunity to obtain a high-quality credential that prepares them for life after college.*

RESPONSIBILITIES

Key responsibilities of the position include, but are not limited to:

- Responding to licensure inquiries and general communications;
- Maintaining a licensure office communication log;
- Coordinating site visits for licensure office;
- Preparing and providing licensure documentation to New Jersey institutions of higher education;
- Maintaining a licensure office project database for all pending matters under review;
- Drafting and sending licensure process announcements for all New Jersey institutions of higher education;
- Assisting with maintaining OSHE licensure webpages and ensuring the timely posting of public notices;
- Drafting licensure office notices for publication in the New Jersey Register
- Processing State Authorization Reciprocity Agreement membership applications and invoices;
- Maintaining awareness of trends in higher education programs and related matters nationally; and
- Handling administrative/clerical responsibilities related to the job.

REQUIREMENTS:

Experience: Four (4) years of relevant working experience. Experience in a government or higher education setting preferred.

Education: A Bachelor's degree from an accredited college or university; a Master's degree in either higher education administration or public administration or a related field may be substituted for one (1) year of experience.

Interested applicants that meet the requirements listed above should send a cover letter and resume to:

humanresources@oshe.nj.gov