# ANTICIPATED JOB VACANCY

**Statewide**

**Issue Date:** May 12, 2021  
**Closing Date:** May 27, 2021  
**Title:** Special Assistant/Policy Analyst  
**Range:** X98  
**Reference #:** OSHE-2021-004  
**Position #:** TBD  
**No. of Vacancies:** 1 (one)  
**Salary:** $55,000 - $65,000

**Location:** Office of the Secretary of Higher Education, Trenton, NJ

**DESCRIPTION:**
The Special Assistant & Policy Analyst to the Secretary of Higher Education will play a key role in a fast-paced and entrepreneurial agency that strives to make the state’s vision for higher education a reality. The Special Assistant & Policy Analyst will ensure the Secretary is appropriately staffed for all meetings and events, working closely with the OSHE team to develop briefing documents and summary memos. To further help the Secretary prepare for meetings and events, the Special Assistant & Policy Analyst will contribute to the policy agenda by engaging in policy research, tracking communications for the office, and helping to develop and implement initiatives to improve student outcomes. This staffer will be an important asset in planning for projects with high visibility across the office.

To be effective in the role, the Special Assistant must have excellent research, writing and time-management capabilities, and the ability to sift through a diverse assortment of information to convey the key points. This role provides an exceptional opportunity to learn first-hand what it takes to lead and manage a government agency.

**RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Managing the Secretary’s workflow and priorities by anticipating steps ahead and coordinating with the scheduler accordingly
- Preparing for and following up on internal and external meetings—this includes briefing the Secretary ahead of time and taking the lead on the memo process
- Create materials (memos, presentations) to effectively communicate with key stakeholders
- Keeping track of state, local, and federal news and trends in higher education and informing the Secretary, as necessary
- Support project management by assisting with information gathering, communicating and liaising with different parties, developing and monitoring plans, and keeping track of responsibilities
- Managing special projects assigned by the Secretary and leadership team
- Develop and conduct policy research and analysis related to trends and issues in higher education
- Provide project management support by assisting with information gathering, communicating, and liaising with different parties for the policy team
- Support the policy team with projects and meetings, including preparation and follow-up
• Represent the Office of the Secretary of Higher Education on task forces and committees, as needed, to present the views and initiatives of the office

REQUIREMENTS:
Education: Bachelor’s degree required. Graduate degree in social work, public policy, law or other related field preferred. Must have a valid driver’s license.

Experience:
• Strong writing skills and communication abilities needed
• Knowledge of New Jersey and/or New Jersey higher education ecosystem a plus
• Demonstrated knowledge/experience in policy research, development and implementation
• Ability to work both independently and with teams
• Skill in managing multiple projects while maintaining attention to detail and quality
• Commitment and passion to the higher education state plan vision of “Every New Jerseyan, regardless of life circumstances, should have the opportunity to obtain a high-quality credential.”

RESIDENCY: In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new employees are required to obtain New Jersey Residency within one (1) year of employment.

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

humanresources@oshe.nj.gov

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