



**STATE OF NEW JERSEY  
OFFICE OF THE SECRETARY OF  
HIGHER EDUCATION  
1 JOHN FITCH PLAZA  
P.O. BOX 542  
TRENTON, NJ 08625-0542**



**NOTICE OF JOB VACANCY**

<b>Reference #:</b>	OSHE-2024-021	<b>Issue Date:</b>	07/15/2024	<b>Closing Date:</b>	08/31/2024
<b>Title:</b>	NJ GEAR UP Assistant Director	<b>Range/Title Code:</b>	M98 / 64280	<b>Salary Range:</b>	\$70,000-\$80,000
<b>Location:</b>	Office of the Secretary of Higher Education, Trenton, NJ	<b>Position #:</b>	N/A	<b># of Vacancies:</b>	1

**NOTE:** An application must include a cover letter, resume, three references, the reference number, a daytime phone number, and email address and be received no later than the due date. You will automatically be disqualified for the position if the requested information is not included.

**About the Office of the Secretary of Higher Education (OSHE)**

*“Every New Jerseyan, regardless of life circumstances, should have the opportunity to obtain a high-quality credential that prepares them for life after college.”* Achieving this student-centered vision for higher education in New Jersey is the overriding mission of the Office of the Secretary of Higher Education (OSHE). The Secretary of Higher Education advises the Governor on higher education initiatives and proposed legislation. OSHE reviews requests for State support from institutions and communicates with higher education leaders, faculty, and students across the state under the direction of the Secretary. OSHE released the [state plan for higher education](#) in March 2019 and coordinates its implementation. OSHE is a fast-paced and entrepreneurial agency that strives to make the state’s vision for higher education a reality.

**Job Description:**

**DURATION – Federal Grant Program - Maximum of 7 years**

The New Jersey GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) State Project, administered by the Office of the Secretary of Higher Education in Trenton NJ, is a seven-year, federally-funded grant program aimed at helping low-income, underserved students in Asbury Park, Atlantic City, Bridgeton, Camden, Elizabeth, Jersey City, New Brunswick, Newark, Paterson, Pleasantville, Penns Grove-Carney’s Point and Trenton prepare for college.

The Office of the Secretary of Higher Education (OSHE) seeks an experienced education professional who can serve as the Assistant Director of the NJ GEAR UP State Project. The Assistant Director will manage the day-to-day operations of the NJ GEAR UP statewide events and conferences, activity grants, professional development, counseling, and curriculum components while providing support to the project director in overall program management. The ideal candidate will have experience with pre-college or similar educational programs and will enjoy having responsibility for a wide range of activities, such as program monitoring, developing relationships with programs, report writing, budgeting, event planning, and influencing higher education policy. In-state travel is required to program sites and conferences.

**Responsibilities**

Assist the GEAR UP State Director with a variety of activities, including but not limited to:

- Overseeing program activity grants for the state project
- Directing and implementing the professional development components – curriculum, counseling and instruction
- Assisting the State Director with completing the Annual Performance Report for the U.S. Department of Education
- Establishing and maintaining cooperative working relationships with stakeholders via ongoing directors, district and annual meetings
- Directing the planning and implementation of student, parent and partner-focused statewide events
- Launching public awareness campaigns for the program
- Assisting with the planning and presentation of workshops to program sites
- Conducting campus site visits
- Preparing and presenting workshops to campus staff and conferences
- Coordinating initiatives with the Equal Opportunity Fund Program (EOF) and Higher Education Student Assistance Authority (HESAA)

**Qualifications:**

- Experience in administration and coordination of programs, and management of projects and program staff.
- Experience with design, development, and implementation of the varied social service programs designed to address the unique needs of the client population.
- Previous preparation and direction of the development of correspondence, financial and statistical reports, program reviews, and evaluations.
- Ability to develop and implement multiple projects simultaneously to meet deadlines.
- Advanced proficiency with MS Word, Excel, and Access databases; working knowledge of presentation software.
- Experience in contracting with vendors.
- Familiarity with higher education policy and/or student success programs.
- Experience in liaising with various stakeholders across a variety of organizations.

**Requirements:**

**EDUCATION:** The candidate should have a bachelor's degree from an accredited college or university

**EXPERIENCE:** Minimum six (6) years of relevant experience in a public or private organization involved in managing/coordinating programs providing either education, social/community or vocational/occupational services to a specific client population (economically disadvantaged/socially, juvenile offenders, etc.) three (3) years of which shall have involved management responsibilities, including responsibility for reporting and budget/fiscal affairs.

**RESUME NOTE:** Eligibility determinations will be based only upon the information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the position's essential duties.

**Residency Requirement:**

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.

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. OSHE does not provide sponsorship or accept student OPT/CPT programs or F1 or H1B work authorization visas.

**TO APPLY for this position:**

Interested applicants that meet the requirements listed above **must complete the Employment Application found here:**

<https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>

and **send a cover letter (with the reference number, a daytime phone number, and email address), resume, and three references to:**

[humanresources@oshe.nj.gov](mailto:humanresources@oshe.nj.gov)

or

Office of the Secretary of Higher Education

Attn: Patricia Lee

Director of Administrative Services

1 John Fitch Plaza, PO Box 542

Trenton, NJ 08625

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**The Office of the Secretary of Higher Education is an Equal Opportunity/Affirmative Action Employer committed to the Americans with Disabilities Act. The Office of the Secretary of Higher Education participates in the New Jersey State As A Model Employer of Individuals with Disabilities Program (SAME Program).**

**SAME APPLICANTS:** If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated. You are also required to apply via the NJ CSC SAME website. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.