



**VACANCY ANNOUNCEMENT**

<b>POSTING #:</b> 2025-05	<b>ISSUE DATE:</b> 4/17/2025	<b>CLOSING DATE EXTENDED:</b> 5/30/2025
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<b>TITLE:</b> Program Specialist, Policy, Research & Planning (Project Management Coordinator)	<b>TITLE CODE:</b> 80135	<b>RANGE:</b> R27
<b>UNIT:</b> Office of the Chief of Staff	<b>AVAILABLE VACANCIES:</b>	
<b>LOCATION:</b> Quakerbridge Plaza, Trenton, NJ	<b>SALARY RANGE:</b> \$81,688 - \$116,313	

**JOB DESCRIPTION:**

The New Jersey Higher Education Student Assistance Authority (HESAA) is seeking a skilled and mission-driven Program Specialist, Policy, Research & Planning (Project Management Coordinator) to lead the planning, implementation, and evaluation of critical programs and policy initiatives that serve students and families across the state.

Reporting to the Chief of Staff and working across multiple units, the Project Management Coordinator will ensure alignment of program execution with strategic goals, regulatory requirements, and stakeholder needs. This role requires a detail-oriented leader who can connect policy with practice, evaluate outcomes, and supervise key operations and/or staff in support of the Authority’s mission.

**Key Responsibilities**

- Lead cross-functional project teams in the planning, development, and execution of key programs and services.
- Supervise assigned staff and/or functional programs, oversee data systems for program analysis, and prepare reports and recommendations for senior leadership.
- Coordinate efforts across internal units—including Policy, Legal, Finance, Communications, and IT—to ensure successful, compliant program implementation.
- Conduct research and analyze data to support policy design, program evaluation, and strategic decision-making.
- Establish and maintain data systems to support the coherent planning and reporting of HESAA initiatives.
- Serve as a liaison with internal stakeholders and external partners, including academic institutions and state agencies, to ensure policy and operational alignment.
- Prepare and present clear, technically sound reports, briefings, presentations, and official correspondence.
- Contribute to resource planning and annual budget development related to assigned initiatives.

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- Direct the establishment and maintenance of essential project documentation, records, and files.
- Identify process improvement opportunities and propose innovative strategies to enhance HESAA's impact.
- Perform other related duties as assigned.

## **POSITION REQUIREMENTS:**

### **Education:**

- Graduation from an accredited college or university with a Bachelor's or Master's degree in public administration, public policy, higher education, business administration, social sciences, or a related field.
- Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis. One (1) year of applicable experience considered equivalent to one (1) academic year.

*Note: This substitution applies only to the education requirement. All applicants must also meet the minimum required relevant professional experience listed below.*

### **Required Experience:**

- A minimum of five (5) years of progressively responsible professional experience in project or program management, policy analysis or development, cross-functional coordination, stakeholder management, and/or supervision or team leadership.
- Experience should include managing complex initiatives and aligning program implementation with strategic objectives and stakeholder needs.
- Prior experience in or with the State of New Jersey is preferred.
- Experience with public-sector or higher education programs, and familiarity with compliance or regulatory frameworks, is highly desirable.
- Project Management certification (e.g., PMP, CAPM, Agile) or formal training in project management methodologies is a plus.

### **Knowledge and Abilities:**

- Demonstrated success managing complex, high-impact projects in public, nonprofit, or education sectors.
- Proven ability to lead cross-functional initiatives and operationalize policy or business requirements effectively.
- Strong verbal and written communication skills, with the ability to prepare executive-level briefings, technical reports, and public-facing materials.
- Knowledge of program evaluation, data systems development, budget planning, and regulatory compliance.
- Comfortable working with executive leadership, cross-disciplinary teams, and external stakeholders; experience collaborating with government officials and academic institutions is a plus.
- Adept at synthesizing complex data and policy information into clear, actionable strategies.
- Strong proficiency in Microsoft Excel and PowerPoint is required (a skills test will be administered and must be passed).

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## **APPLICATION PROCESS:**

Interested candidates must e-mail [careers@hesaa.org](mailto:careers@hesaa.org) with **Job Posting #2025-05** referenced in the e-mail subject line. Applicants must include a cover letter and resume with their submission. If applying for multiple positions at HESAA, candidates must submit separate applications for each Vacancy Announcement, ensuring that the individual Job Posting Number is included in the subject line of each email.

## **IMPORTANT NOTES:**

**Remote Work Eligibility:** This position may be eligible for up to two remote workdays per calendar week after completing a four (4) month in-office working period following the start date.

**SAME Applicants:** If applying under the NJ “SAME” program, you must submit supporting documents (Schedule A or B letter), along with your cover letter and resume by the closing date indicated above. For more information, visit the [SAME Program Website](#), email Civil Service Commission (CSC) at: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3

**Foreign Degrees:** Degrees and transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency Requirement:** Under N.J.S.A. 52:14-7, the “New Jersey First Act”, all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not currently live in New Jersey, you have one year from your employment start date to relocate or secure to New Jersey, or secure an exemption. For more information, please visit: [Civil Service Commission | NJ First Act](#)

**Work Authorization:** Applicants must possess acceptable work authorization in accordance with United States Citizenship and Immigration Services (USCIS) and Department of Homeland Security (DHS) regulations. HESAA does not sponsor work status or accept student visas, including F1 or H1B work authorization visas.

**Driver’s License Requirement:** A valid New Jersey driver’s license is required only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**Background Check:** All newly hired employees must agree to undergo a comprehensive background check.

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