



VACANCY ANNOUNCEMENT

POSTING #: 2026-18	ISSUE DATE: 5/11/2026	EXTENDED CLOSING: 5/29/2026
TITLE: Assistant Director, Student Loan Programs (Campus Services Supervisor)	TITLE CODE: 61046	RANGE: &28
UNIT: Campus Services	AVAILABLE VACANCIES: 1	
LOCATION: Quakerbridge Plaza, Hamilton, NJ	SALARY RANGE: \$88,529.64 to \$ 130,338.54	

JOB DESCRIPTION:

Under the direction of the Chief of Staff, or other supervisory official, this position is responsible for overseeing campus and general services operations in support of organizational continuity and day-to-day business functions. Responsibilities include facilities and building operations, physical security coordination, fleet and mailroom operations, inventory oversight, vendor coordination, office relocations, space planning, and related administrative support services.

This position serves as a key coordination point for maintaining safe, functional, and efficient work environments across Authority facilities and supervises assigned operational staff.

Key Responsibilities:

- Coordinate and oversee facilities, campus operations, and general support services across Authority locations.
- Analyze operational, maintenance, and security-related concerns and provide recommendations for resolution, risk mitigation, and process improvement.
- Coordinate office relocations, workspace setup activities, furniture moves, and space planning needs.
- Oversee mailroom operations, including mail distribution, postage coordination, delivery tracking, and related recordkeeping.
- Monitor fleet operations, including vehicle usage, maintenance coordination, mileage tracking, inspections, and related reporting.
- Oversee inventory control, office supply distribution, and management of furniture, equipment, and other non-expendable assets.
- Coordinate building maintenance requests, vendor services, repairs, and related activities to support safe and functional work environments.
- Develop, document, implement, and maintain operational policies, procedures, workflow processes, and service standards supporting campus and general services functions.
- Conduct periodic inspections of facilities and operational areas to identify maintenance, safety, security, or compliance concerns and recommend corrective actions as appropriate.
- Coordinate and administer safety, emergency preparedness, and operational trainings and exercises, including fire drills, evacuation procedures, active threat response trainings, and continuity planning activities.
- Maintain operational records and prepare reports, recommendations, summaries, and related correspondence.
- Supervise assigned staff, including oversight of daily operations, work assignments, scheduling, and operational priorities.
- Coordinate with internal departments, external vendors, property management, and other stakeholders regarding facilities and campus service matters.
- Support organizational continuity through effective coordination of operational resources and support functions.
- Perform other duties as assigned.

POSITION REQUIREMENTS:

Education:

- Graduation from an accredited college or university with a bachelor's degree;
- Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis. One (1) year of applicable professional experience coordinating facilities management and general organizational support services 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:

- Seven (7) years of professional experience coordinating facilities management or general organizational support services, including one (1) year in a supervisory capacity.
- Experience with facilities operations, vendor coordination, inventory management, mailroom or fleet operations, and operational support services.
- Strong organizational, analytical, and problem-solving skills required.
- Excellent written, verbal, and interpersonal communication skills required.
- Ability to manage multiple priorities independently in a fast-paced environment.

The Higher Education Student Assistance Authority is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff.

- Demonstrated ability to maintain confidentiality and exercise sound judgment.

APPLICATION PROCESS:

Interested candidates must e-mail careers@hesaa.org with **Job Posting #2026-18** referenced in the e-mail subject line. Applicants must include a cover letter and resume. Please note that we do not accept links to resumes. All application materials must be uploaded as attachments. If you are applying for multiple positions at HESAA, you must submit separate applications in response to a Vacancy Announcement and reference the individual Job Posting Number in the e-mail subject line.

IMPORTANT NOTES:

Remote Work / Alternate Workweek Program Eligibility: This position may be eligible for be Alternate Work Week Program (AWP).

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.

Employee Benefit(s): As employees of the State of New Jersey, the New Jersey Higher Education Student Assistance Authority (HESAA) offers a wide-ranging benefits package

<p>Health and Wellness</p> <ul style="list-style-type: none"> • Health, Dental and Prescription Plan • Life Insurance • Flexible Spending Accounts • Employee Advisory Service (EAS) <p>Financial Security</p> <ul style="list-style-type: none"> • Pension, Retirement Plans • Deferred Compensation Plan 	<p>Work Life Balance</p> <ul style="list-style-type: none"> • Paid Leave (Vacation, Sick and Personal Days) • Alternate Work Week Options* • Telework Opportunities* <p>Professional Development</p> <ul style="list-style-type: none"> • Tuition Reimbursement • Access to Learning and Development Opportunities
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*Subject to agency policy, procedures and/or guidelines.