



Division of the Budget

Budget Fellow Education and Arts Unit State Operations Team Reference #21-58

The Education and Arts Unit is recruiting a candidate to be part of the team responsible for analyzing, developing, and administering the budgets for the State Education Department (SED), the New York State Council on the Arts (NYSCA), and the Higher Education Services Corporation (HESC).

Responsibilities of the Budget Fellow on the State Operations Team would include, but are not limited to:

- Analyzing and developing policy and fiscal recommendations related to State support for the arts, financial aid programs for students at both public and private colleges, capital projects funding programs for SED and NYSCA, and all other education programs outside of pre-kindergarten through grade twelve;
- Overseeing the implementation of Enacted Budget initiatives and programs;
- Assisting in the development and review of a variety of budget-related products;
- Evaluating, analyzing, and preparing formal recommendations on proposed legislation;
- Tracking and projecting revenues, disbursements, and staffing levels against expenditure and personnel plans; and
- Monitoring program spending activities, ensuring that the State's Financial Plan objectives are achieved, and updating the State's Financial Plan.

This assignment provides broad exposure to complex and high-profile State, federal and local issues related to arts and education funding and policy. The successful candidate will interact and work closely with other Division and State agency staff.

Qualification/Skills:

The successful candidate must have strong analytical, written, and oral communication skills; strong interpersonal skills; the ability to handle multiple competing assignments; demonstrate an attention to detail; and be able to work well both independently and within a team environment.

How to Apply:

To be considered for this or future positions with the Budget Division, please complete the [Online Employment Application](#) and select "Higher Education" in the Professional Interests section. Applications are held in the Division's resume database for six months, after which candidates may reapply to be considered for future opportunities.

If you require assistance in applying for employment with the New York State Division of the Budget, or if you have any questions about working for the Division, please contact personnel@budget.ny.gov.

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