



Division of the Budget

Budget Fellow Education and Arts Unit Higher Education Team Reference #21-59

The successful candidate will be a member of the Higher Education Section which is responsible for all aspects of budgeting for the State University of New York (SUNY) and City University of New York (CUNY). This individual will be involved in a range of higher education program and policy issues and will also be responsible for analyzing, developing and administering the budget for SUNY and CUNY Community Colleges.

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

- Assisting in the development of recommendations on higher education budget and policy proposals, including State support for SUNY and CUNY Community Colleges;
- Assisting in the implementation of Enacted Budget initiatives and programs;
- Developing and reviewing a variety of budget-related products;
- Assisting with long- and short-term analytical and technical projects and assignments;
- Analyzing programmatic and fiscal implications of legislation and drafting bill memorandums; and
- Providing periodic reports to management and other functions as assigned.

This assignment provides broad exposure to complex and high-profile State, federal and local issues related to higher education funding and policy.

Qualification/Skills:

The successful candidate must have strong management and interpersonal skills, demonstrate an attention to detail, have strong analytical and writing skills, be proficient in presentation to a variety of audiences, and have a demonstrated ability to work well both independently and as part of a team. Candidates are also expected to work proficiently with Microsoft Excel/Word.

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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