



# Division of the Budget

## **Budget Fellow Education and Arts Unit Education Team Reference #21-88**

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

### **Responsibilities of the Budget Fellow on the Education Team would include, but are not**

- Analyzing and developing policy and fiscal recommendations on a broad range of state operations, local assistance, and capital programs for the New York State Council on the Arts (NYSCA), and the State Education Department (SED);
- Primary responsibility for NYSCA and SED all other education including Adult Career and Continuing Education Services and Pre-kindergarten through Grade 12 outside of School Aid and Special Education/Nonpublics;
- 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 "K-12 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](mailto:personnel@budget.ny.gov).

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**