

# Academic Program Manager Cover Letter

5176 Dickinson Trace East Rosarioside, NV 95559

**Dear Rory Blick,**

In response to your job posting for academic program manager, I am including this letter and my resume for your review.

In the previous role, I was responsible for administrative support to BAE faculty, undergraduate teaching coordinator(s), graduate program director, and department head for all BAE academic programs including assisting with course and curriculum matters, serving as department liaison to the Academic Programs Offices in the Colleges of Agriculture and Engineering for recruitment and retention, and assisting department assessment coordinator(s) in assessment-related activities of undergraduate and graduate programs.

Please consider my experience and qualifications for this position:

- Knowledge of successful strategies to facilitate learning of culturally/linguistically diverse student populations, and experience in supervising students in multicultural and/or bilingual settings are pluses
- Interact effectively with a broad range of faculty, MPH and DrPH Program staff, and colleagues throughout the school, particularly as an advocate for the online/part-time DrPH students
- Strong writing skills so as to draft material for the DrPH website, take minutes of meetings, contribute to marketing materials
- Proficiency in computer applications such as MS Office (Access, Excel, Word, PowerPoint, Publisher), Adobe (Acrobat, Photoshop), survey design software (Qualtrix), and web content management (Site Executive)
- Works with leadership team in leading and managing an overall project
- Creates and makes presentations to senior leadership, ensures project
- Demonstrated capacity to inspire, motivate and work well with others children by developing creative and innovative learning opportunities
- Computer proficiency including MS Office Suite (Word, Excel, PowerPoint, Access)

Sincerely,

Shiloh Wuckert