

Academic Program Manager Cover Letter

116 Cathi CirclesEast Ianshire, MD 96137-6868

Dear Shiloh Von,

Please consider me for the academic program manager opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for continual instructional support to CCE instructors in evolving teaching and learning needs through the preparation of resources, activities, workshops on active learning, blended and online learning and instructional strategies, assessment and classroom management.

Please consider my qualifications and experience:

- Develop and refine UMSN's global policies and procedures, in collaboration with Office of Global Affairs faculty and staff
- Contribute to an innovative vision related to the growth and development of global student experiences based on the Office of Global Affairs internationalization strategy, faculty interest and student demand
- Student support and advising for global health minor (undergraduate level) and global health concentration (graduate level)
- Provide students with information about financial aid options and admissions requirements for global programs, provide general advising concerning global program selection and student life aspects of studying abroad such as health and safety, diversity, cultural immersion, academic and career goals
- Prepare and support UMSN students and faculty for international experiences from pre-decision to re-entry through presentations, information sessions, developing informational materials, and providing one-on-one and small group advising
- Respond to student, parent, faculty, and staff inquiries via phone calls, walk-in sessions, appointments, and e-mails during the various stages of off-campus program participation including pre-application, pre-departure, onsite, and return to UM
- Work with UMSN marketing staff and campus partners to promote student

Thank you for taking your time to review my application.

Sincerely,

Onyx Cronin