

Academic Associate Cover Letter

30847 Dorian ShoalsVerdaside, ID 21306

Dear Lennox Gislason,

I would like to submit my application for the academic associate opening. Please accept this letter and the attached resume.

Previously, I was responsible for support to the Office of Institutional Research in regards to the preparation and submission of the state's Higher Education Policy Commission reports.

Please consider my experience and qualifications for this position:

- Advanced knowledge of classroom technology and desktop publishing software to include use of course management systems
- History of academic excellence particularly in the area of teaching in scholarship and service
- Collaborative management style that fosters trust, respect, and successful working relationships with students, faculty, staff, and administrators
- Qualified to be tenured at the level of associate or full professor
- Supervise the assigned GTA (doctoral student) to the Graduate Director
- Communicate decision (accepted, not accepted, wait list) with the department the graduate school
- Serves as the point of contact for graduate admissions for the department
- Prepare a self-study in conjunction with Program Directors for pre-accreditation and site visit

I really appreciate you taking the time to review my application for the position of academic associate.

Sincerely,

Dakota Skiles