

Academic Associate Cover Letter

431 Columbus Road
Port Cecille, UT 58272-0957

Dear Casey Hane,

I submit this application to express my sincere interest in the academic associate position.

Previously, I was responsible for expertise and training in the use of Banner admissions, registration, schedule, academic history, financial aid, student account and general student modules for OSU-Cascades.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Establish ELI office operations, policies and procedures governing the program
- Supervise, manage, train and evaluate ELI student support services personnel
- Manage the available ELI budget
- Facilitate outreach presentations and services for ELI students, faculty and administrators
- Oversee the development of the advising support services model provided by ELI
- Work at a high and complex level regarding student handling, student experience, and programming
- Collaborate with the AVP & Academic Director to ensure the program is adequately functioning to meet all operational and student needs
- Maintain and oversee various aspects of the program's student services accreditation (CEA)

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

Sincerely,