

Academic Director Cover Letter

6431 Miss IsleSheldonberg, MT 68329-9202

Dear Peyton Durgan,

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

Previously, I was responsible for academic oversight to graduate business programs, including completion of program assessments, annual reports, and program reviews; schedules; student advising; program compliance with policies, academic standards, and accreditation requirements; and curriculum revision.

My experience is an excellent fit for the list of requirements in this job:

- Advanced communication skills to clearly and effectively communicate with students, faculty, and staff
- Advanced skills in coaching student decision making
- Working knowledge of admission, financial aid and/or student record systems and processes
- Demonstrated experience and background working in a large, complex, academic public institution
- Experience in business planning and strategic planning
- Demonstrated experience in complex report writing and data analysis
- Proven commitment and success in advocating for and promoting diverse, equitable and inclusive experiences
- Communication skills, including effective public speaking and data presentation to School and University audiences

Thank you for taking your time to review my application.

Sincerely,

Tyler Leannon