

# Academic Director Cover Letter

311 Meta Centers South Hyonside, UT 11852-6371

**Dear Azariah Moen,**

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

Previously, I was responsible for leadership for the accreditation process, and enhances academic standards, including those established by professional accrediting bodies.

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:

- Excellent interpersonal skills to facilitate good working relationships with Chancellor's Office colleagues, CSU trustees, academic senate, union representatives, campus presidents and vice presidents, and all levels of campus administrators and staff
- Strong analytical skills and an understanding of the use of data to support decision-making, particularly as it relates to faculty affairs
- Record of applying sound judgment and working within policy and protocol
- Strong commitment to equity in hiring practices
- Experience with faculty development programs
- Understanding of higher education institutions and their functioning, the segments of California higher education, and of the role of state agencies such as the Legislative Analyst's Office
- Knowledge of human resource policies and practices and an appreciation of legal issues relating to faculty and academic employees
- Experience with accreditation standards strongly preferred

**Thank you for taking your time to review my application.**

Sincerely,