

Academic Program Coordinator Cover Letter

9076 Treutel Fields West Cecil, OK 87354-3923

Dear Lennon Hintz,

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

In my previous role, I was responsible for information and assistance to prospective and current students about admissions criteria, program requirements, course content and schedules and registrations (assist students with course selections and canceled courses); triages, conducts basic research, and refers issues involving academic and grading problems; and provides information and assists and refers students with inquiries regarding graduation requirements.

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

- Expertise in the use of doctoral level research methods
- Organization and implementation of events *
- Demonstrated highly developed written, verbal, interpersonal communication
- Computer proficiency and experience working with spreadsheets, databases and an enterprise system such as Banner preferred
- Persistence in the face of change
- Knowledge of eRequests, eTravel, SIS (student information system)
- Event planning and organization experience preferred
- Superior research, problem solving and analytical skills

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

Sincerely,

Marion Gulgowski