

# Academic Program Director Cover Letter

489 Isidra SummitLake Jacklynborough, TN 51313

**Dear River Rohan,**

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

In my previous role, I was responsible for technical advice to the Warden and institutional administrative staff on the accreditation processes to aid in the decision-making process.

Please consider my qualifications and experience:

- Successful distance education course design, and history of success in teaching online is necessary
- Skilled with use of Microsoft Office products
- Provide proactive and on-going support to programs in developing, executing, and reporting annual assessment activities
- Coordinate with the iDesign and iTeach units of the Teaching and Learning Commons to identify areas of need for faculty performing assessment duties
- Develop and promote innovative assessment methods
- Provide administration and oversight of the institution's internal Quality Matters reviews
- Work with the leadership team to provide support for larger culture-building initiatives
- Knowledge of accreditation policies where appropriate

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Reese Swaniawski