

# Academic Registrar Cover Letter

72565 Kiehn Landing Zulaufview, IN 85824-6659

**Dear Landry Schumm,**

In response to your job posting for academic registrar, I am including this letter and my resume for your review.

In the previous role, I was responsible for oversight and leadership in implementing and enforcing the University's policies and protocol regarding the use, dissemination, integrity, security, privacy of student information, identity management, as well as applicable federal and state law and regulations including the Family Education Rights and Privacy Act (FERPA) and other regulations and best practices that ensure student record integrity.

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

- Efficiently employ available resources, exercise continuous improvement and leverage existing and new technology to provide the most accurate records and positive student experience
- Demonstrated practical leadership skills and a commitment to providing superior customer service to others
- Experience creating and implementing training and workshops
- Basic knowledge of curriculum within higher education
- Possess advanced technical skills, including Student/Academic records modules in SNHU's student information system
- Active participation in requirements definition and testing associated with the implementation of the new student information system
- Knowledge of enrollment and enrollment related activities and procedures
- Knowledge of tuition and fee calculations

**Thank you for your time and consideration.**

Sincerely,

Brooklyn Bernier