

Academic Registrar Cover Letter

2435 Kuhn Viaduct
Lake Kristofer, CO 55189-4182

Dear Cameron Langworth,

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

In my previous role, I was responsible for oversight and implement academic standards and policies governing student status changes such as: probation, academic suspension, leaves of absence, dismissal, and withdrawal.

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:

- Knowledge with BusinessObjects queries and M-Pathways student system
- Computer literacy with proficiency in word processing, e-mail, Excel, Access, the PeopleSoft Student Administration System
- Results-driven and adept at using data to inform decision-making, continuous improvement and customer service
- Experience working with systems such as Banner, EMS and CourseLeaf in a scheduling or registrar's office
- Demonstrated experience with data collection
- Experience with Banner or other student information system
- Familiarity with NCAA eligibility regulations
- Experience supervising full-time professional staff

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

Sincerely,

Morgan Schaefer