

# Academic Registrar Cover Letter

1069 Rosenbaum Lodge South Patrickfort, UT 48799

**Dear Alexis Lowe,**

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

Previously, I was responsible for departmental support and student services including but not limited to quarterly faculty class scheduling; communicating information, requirements, and deadlines on quarterly academic processes in a timely manner; assisting with questions related to student status, academic progress, and student course registration; provide search committee support for faculty searches; maintain student and academic records; and manage program and CP departmental list serve and email distribution lists.

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

- Knowledge of the various curriculums in all of the colleges, particularly as related to course scheduling and student registrations
- Strong knowledge of Registrar's Office policies and procedures, particularly as related to academic scheduling, event scheduling, and classroom management
- Working knowledge of BANNER student information system and scheduling software is helpful
- Proficiency with Microsoft applications, advanced knowledge of Excel
- Excellent organizational, time-management, analytical and reasoning skills
- Experience interpreting policy, legislation, and/or complex rules and regulations
- Demonstrated leadership and initiative developing innovative solutions
- Demonstrated attention to detail and accuracy of work

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

Sincerely,