

Education Program Coordinator Cover Letter

55924 Providencia RiverLake Angele, CO 69763-9975

Dear Riley Cartwright,

I would like to submit my application for the education program coordinator opening. Please accept this letter and the attached resume.

Previously, I was responsible for administrative support to Program Director and Assistant Program Director including scheduling of trainee meetings, preparations of agenda, recording and maintain meeting minutes, and development of reports.

Please consider my qualifications and experience:

- Experience as an MSW field instructor and/or field liaison
- Experience with developing and delivering training for adult professionals
- Familiarity with front range social/human services systems and agencies
- Familiarity with digital and on-line communications
- Provide leadership for the Office of Accreditation and Records, including the coordination of projects, correspondence with team members and external audiences, data gathering, data analysis, and report production
- Create and implement an integrated strategic approach to compiling information from a broad range of activities in order to meet the requirements of the teacher education accreditation self-study, site visit projects, and for ongoing assessment and reporting
- Collaborate and assist others in the Office of Accreditation and Records and the Office of Student Services to develop a systematic approach for compiling data and to ensure that accurate reporting is maintained for the WV State Department, accrediting agencies, and other reporting agencies
- Determine which data sources and reports provide essential information related to resource allocations and strategic planning for college academic programs

Thank you in advance for taking the time to read my cover letter and to review my resume.

