

Nathan L. Friesema

Dear Search Committee,

I am writing to you regarding the Associate Director of Business Operations position at Indiana State University. My comprehensive experience in residence life, student conduct, and student affairs has equipped me with a diverse set of skills and talents that make me an excellent fit for the position. I am attracted to the Associate Director position because of my distinct interest in and passion for Residence Life, and the opportunity to serve an institution as esteemed as Indiana State University.

A quick review of my resume will reveal to you that I possess the experience necessary to quickly and successfully transition into a valued member of the Indiana State University community and the Residential Life department. In my current role as the Director of Residence Life and Student Conduct at Elmira College, I manage all aspects of a small residence life department and conduct system. As the chief conduct officer, I provide a conduct process with a restorative and developmental perspective, all while striving to continually further each student's educational endeavors through the adjudication process. As the chief housing official, I strive to create a feeling of community and connectedness, a housing process that meets the needs of students, and social and educational opportunities for all students to enjoy. As my experience shows, I can successfully adapt to the needs of the institution and the department, provide guidance, leadership, and direction, and work tirelessly to accomplish each challenging goal and obstacle I face.

My five years of professional experience at multiple institutions has been nothing-short of educational and developmental as I have continuously experienced change and personal growth, as well as taken on every advancement opportunity that presented itself to me. Through office restructures and college downsizing, to department merges and college re-branding, I've gained wisdom and knowledge beyond my years that I apply to my life to garner success. My years as both a professional Complex Director and Residence Coordinator provided me with the opportunities to advise student organizations, adjudicate student conduct hearings, facilitate housing selection operations, maintain housing databases, develop diversity workshops and programs, work with multiple departments and conferences, maintain and balance the department's budget, and provide initial counseling during crisis and emergency situations, among a wide range of other responsibilities.

My extensive experience working in a wide variety of settings has given me the ability to adapt and succeed in arduous situations while maintaining acute attention to detail. My steadfast resolve to exemplify the core values and mission of my institution, and my experience in residence life and student conduct, would make me a perfect candidate to fill the Associate Director of Business Operations position and an excellent addition to Indiana State University.

Thank you very much for your consideration, and I look forward to hearing from you.

Sincerely,

Nathan L. Friesema