

May 1st, 2018

ATTN:
Search Committee
200 North Seventh Street
Terre Haute, IN
Re: Job Posting for Area Coordinator

To The Search Committee,

It is with great interest and enthusiasm that I submit my application for the Area Coordinator. I am excited for not only the opportunities, but also the challenges that the role of Area Coordinator represents. Additionally, I am eager to contribute my experiences and skills in a positive way to residence life staff in this role.

As my resume indicates, I have four years of professional residence life experience, and an additional three years of student affairs experience directly working with professional and paraprofessional staff. During this time, I've had the ability to garner great insight into what it means not only to supervise people within the field, but what it means to truly mentor individuals and build valuable professional relationships.

In my current role as Co-Curricular Programs Coordinator at Penn State University, I've been able to provide social and academic mentorship to a diverse population of 700 first year and upper class students, develop individual intervention plans, assist students in developing strategies to achieve their goals, and track their progress. My proactive and creative problem solving skills have helped identify multiple practices, programs and methods that work best for students that I work with in conduct and in crisis. I have developed the ability to understand students and quickly build rapport with them because I understand the issues that today's students face. For example, teaching students to create work/life boundaries, empowering them to use organizational strategies to maximize productivity, and teaching them to recognize when to step back or ask for help are ways in which I have fostered a supportive work environment for my staff and students. In addition, I have been able to accomplish much in a variety of areas; including working with the Coordinator of Special Projects on professional staff recruitment, working with faculty for special options housing live-on policy, working with the Department of Undergraduate Studies on necessary study skills for the first year environment, teaching an undergraduate level leadership course, and spearheading various new student programs in my buildings.

Through these experiences I have learned to be a student-centered professional who not only approaches each student's interaction with an open mind and flexibility, but also an acute awareness of the student's needs. The Area Coordinator position would provide the unique opportunity to utilize my knowledge of the university academic environment and resources in assisting students in their pursuit of excellence at Indiana State University. My experiences align with the advisement, assessment, and collaboration requirements needed to be a successful member of your staff.

Thank you for taking the time to review and consider my application. I look forward to discussing this position with you. Please feel free to contact me to discuss my application further or if I may answer any additional questions. I can be reached by email at [REDACTED]

Sincerely,
Laura Newhouse