

ERIK J. SCEARCE

September 10, 2018

Residential Life
Indiana State University
Erickson Hall
Terre Haute, IN 47809

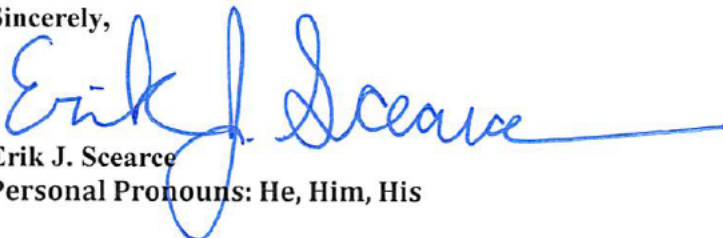
Dear Search Committee Members:

I have reviewed the job description of the Assistant Director for Desk Operations position and I believe that I would be a strong candidate. Through my application materials, I hope to demonstrate that my skills and experiences will make me an invaluable member of the Residential Life team and the Sycamore community once more. From May 2011 to March 2015, I served in multiple different capacities as a student leader in Residential Life at Indiana State. This department will always hold a special place in my heart for all of the wonderful experiences everyone provided me as I prepared for my professional career.

I have several applicable experiences in relation to the roles and responsibilities listed for this position. During my undergraduate career, I worked a full-time position as a Shift Manager at Subway Restaurants. After graduation, I was promoted to a Store Manager role within the company and remained in this position until my next professional step. Within these roles, my primary responsibilities were the staffing/scheduling for shifts, counting and auditing food inventory costs, ensuring optimal customer, and developing/fostering positive community relationships. In pursuit of further development, I started my current role as Service Area Coordinator for University Housing Services at Illinois State University. The Service Area Coordinator role is an administrative heavy position that requires a great deal of organization and efficiency. My responsibilities include ensuring the safety and security of 4,625 complex keys, supervise a staff of 30-35 student employees within the service areas, provide primary leadership in the development/execution of a campus-wide training model for approximately 200 Service Area Managers, and the rest can be viewed within my resume. One of my proudest accomplishments within this position was the creation of the Service Area Coordinator committee. In the last year and three months, this committee has been able to restructure and tighten the core change processing and billing procedures, develop a campus-wide accountability and performance evaluation system, strengthen and improve the selection process for Service Area Managers, and provide written documentation for a number of different procedures.

My resume has been provided to show a more comprehensive summary of my skills and experiences. I look forward to the opportunity to talk with you and discuss more in-depth about how I can have a positive impact within this role as Assistant Director for Desk Operations. Thank you for your time and consideration of my application.

Sincerely,



Erik J. Scarce

Personal Pronouns: He, Him, His