

September 6, 2018

Dear Committee Member(s):

Your recent posting of the Residential Life Assistant Director – Desk Operations position was brought to my attention as I am seeking a higher educational opportunity within the central Indiana region. Previously I was a full-time staff member at Indiana State University (ISU) working for the Office of Residential Life under the Division of Academic Affairs.

My qualifications for this position include my BS in Biology and my MS in Microbiology, both completed at ISU. Additionally, I bring over eight years of experience in employee supervision, leadership, training, and on-campus facilities management after serving as a Resident Assistant, Assistant Hall Director, and an Area Coordinator. Despite my science-based research education, once I got involved in the student affairs environment I found that my true passion lay in preparing students pursuing the college experience, both in and out of the classroom, focusing on that which will best assist them with the world outside the safety of a university environment. I firmly believe that my years of practice working under the Division of Academic Affairs have provided experience and training that cannot be found in the classroom.

In my supervisory roles at ISU, I have learned of both my strengths and weaknesses as a leader. As I supervised undergraduate and graduate students as well as full-time staff at ISU, each group provided innate challenges for me as a supervisor. From opening brand new sorority housing, managing first-year and upper-class residents, developing a progressive curriculum specifically for a sophomore-year experience, providing accommodations for both family and international students, and maintaining relationships with campus partners, every experience provided an opportunity to cultivate my leadership style.

One of the favorite parts of my work at the university level has always been the interactions with students and their parents. Whether teaching in the classroom, presenting to incoming students and their nervous parents during new student orientation, or helping resolve situations that seem otherwise insurmountable to a resident, some positive result came from such interactions. Part of my leadership and relationship style came from these interactions when I learned this: students and their parents simply need someone to listen.

My unique skill set has developed as a result of my many differing connections with students, staff, and faculty. Moving from being an undergraduate student, to teaching hundreds of students as a graduate student, to working with students where they live as a residential education staff member, and being involved with campus partners through committees and inter-departmental initiatives, I have perspective and insights that most college faculty and staff do not receive as a result of only being exposed to one aspect of university life. These numerous opportunities experienced in a relatively truncated amount of time have prepared me to work with varying student and professional populations such as those at Indiana State University. I will strive to provide a productive environment for my staff and a home for the students living in the residence halls that will be conducive to both their academic and curricular success.

I look forward to hearing from you about your Residential Life Assistant Director – Desk Operations position. I have written about some of my capabilities that I am excited to bring and use within your department, but if there is any other information or clarification I can provide to assist you please let me know. I can be easily reached by e-mail, [REDACTED], or by phone, [REDACTED].

Thank you in advance for your consideration.

Sincerely,

Zachary C. Turner