

Renaude Etienne Saint-Phard
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Indiana State University

Dear Chairperson and Members of the Hiring Committee:

The purpose of this letter is to apply for the position of Associate Vice President for Academic Affairs and Chief Information Officer.

I am currently working at Lake Michigan College as an Adjunct Instructor teaching French in the Language Arts Department. My background is quite diverse but with a common denominator in leadership, administration, and organizational management. I am applying for this position because I believe that I possess the necessary skills acquired from past work and educational training to successfully meet the qualifications and demand which the position requires.

I have extensive training in strategic planning, policy formulation, budgeting, personnel management, and oversight of academic computing, including faculty teaching and research activities, and institutional computing. I have successfully directed a refugee resettlement department comprised of twelve separate programs funded by the government of the United States. The main purpose of the programs was to welcome and meet the needs of refugees from different backgrounds, cultures, languages, and nations until they would reach self-sufficiency. I have served as the primary liaison between the Migration and Refugee Services (MRS) in Washington DC under the purview of the United States of Catholic Conference of Bishops (USCCB) and local institutions, agencies, and businesses with which Catholic Charities has established alliances or collaborative projects for the refugees. Needless to say that this variety of skills added to my educational background categorize me as a strong candidate for this position.

I hope that your selection will give my application the consideration that it

deserves. Should you need additional information, please feel free to contact me.

Cordially,

Renaude Etienne Saint-Phard