

Western Carolina University
Human Resources: 220 H.F.R. Administration Building
Cullowhee, NC 28723
RE: Director of International Programs & Services
June 2, 2014

To the Members of the Search Committee:

After reviewing your search for *Director of International Programs & Services* position posted on WCU's website, I am enthusiastically submitting my application materials for consideration. Please allow me to introduce myself to the committee with a few highlights relevant to the position description.

With over ten years experience in the field of international education, I can offer you excellent qualifications based on seven years working in higher education, plus three years of related work with migrant youth and families. Having worked as PDSO, DSO and ARO, my knowledge of immigration regulations is thorough and up-to-date. Furthermore, I currently teach a seminar course for first-year international students on cultural adjustment and leadership. With recruitment experience on the ground, having traveled to Asia and Latin/South America for fairs while participating on the admissions recruitment advisory committee at a major research institution, I would be able to lead WCU in establishing and maintaining networks and policies in order to increase the yield of international students and/or establish new exchanges. A consistently collaborative team player, I have coordinated programs between various departments, addressing the needs of the academic departments as well as student services. Over the last three years, I not only collaboratively created a wildly successful annual cultural event dependent upon over thirty student volunteers and garnering close to 700 people in attendance [now for three years], but I also implemented an assessment of the event and recruited my colleagues as volunteers to help collect the data. I find it important to mention the fact I seek the opportunity to lead and advocate from an informed perspective, believing in the value of assessment data to support campus advocacy and inform best practices.

As the *Director of International Programs and Services*, I would anticipate working with many faculty in order to recruit program leaders and envision creative new exchanges. Likewise, I would look forward to working with a variety of administrators, students, faculty and staff in order to envision the goals and structure for advancing the Strategic Planning related to campus internationalization. One example of my dedication in this area is witnessed by my current institution's status as a host for Brazil's *Science Without Borders* students. Under my leadership and coordination of this initiative, we have received over twenty students thus far with six more joining in August. Also, prior to last year's major campaign launch, I was invited by the Provost to participate as the only staff member on the global committee tasked with visioning the future related to global and international institutional goals. Likewise at the national level, I am active in NAFSA as a Trainer Corp member plus a small cohort from across the nation that worked in the *Grassroots Leadership Program* toward comprehensive immigration reform for 2012-2013. All of the above-mentioned experiences have allowed me to develop excellent leadership, program planning and supervisory skills. As such, my references will speak of me as a highly motivated and self-directed yet compassionate individual; I have consistently sought opportunities for improvement and growth not only in my professional life but within the scope of my employment as well.

While familiarizing myself with the vision for this position, I noted how closely my skills, interests and training align with the position as well as the mission of the University. I admire the fact that WCU is growing, advancing and exhibiting vision, action and results in the region and the state! I too, believe in WCU as a top-class University that supports its students with worldwide opportunities while engaging the local community. As a proud alumna of the Honors College, I submit my candidature for consideration, believing in my ability to lead the University in the development of policies, procedures and funding benefiting international education. I would like to close by stating that I am interested in this position as a valuable career opportunity to which I would dedicate significant time and energy. If you should have any questions about my ability to meet your position requirements, please do not hesitate to contact me.

Sincerely,

Jennifer Figueroa