

Saturday, December 13, 2014

Dear Search Committee Chair,

I am very interested in the Executive Director of Diversity and Inclusion position at Bradley University and feel confident that I can help support Bradley's nationally distinct educational experience to its students. Please allow me to first share some relational information about myself. In general, it my passion to help create environments where people feel valued, where their identities and backgrounds are embraced, and their beliefs respected. Personally, I consider myself as a socially just, action-oriented, detail-specific, culturally and historically sensitive, outgoing and infectious sweet, yet direct person. I am also energized professionally by my personal passion. From my years of living and doing diversity work, I've learned that the best ways to establish and maintain goal-oriented visions, evidence-based outcomes, and supportive and quality environments is best done with the support and encouragement of a team of people (students, staff/faculty, community, members, etc.) with a shared vision. With my moral compass and a great team, the easy part is figuring out how to develop innovative and progressive strategies that allow for effective and sustained co-curricular programming, outreach, and retention in the areas of diversity and inclusion.

To provide some context regarding my qualifications, I have had the privilege to work in the field of higher education on issues of diversity, access, and equity for almost five years, two as a graduate student while pursuing my Master's in Higher Education and nearly three years in my current position at Kenyon College, a small, private, highly selective, and rigorous institution. My expertise lies in the areas of programming, leadership, student advocacy and working on committees to implement policy change for issues of diversity, equity, and inclusion. As a pre-professional, I had the privilege to supervise seven other graduate retention counselors and two student workers, as well as work on campus initiatives which aimed to establish clearer policies and procedures relating to supporting faculty and executive search practices. In different roles, I was able to advise student organizations and manage the OrgSync registration process. Additionally, I served as graduate manager over the Sycamore Safe Zone Project, then, a new campus-wide LGBTQ educational and awareness program.

In my current role, I have the unique opportunity to wear several hats, including directing a six-week summer experience program, the Kenyon Educational Enrichment Program, and overseeing the REACH Peer Mentoring Program, both retention programs for non-traditional students. Combined, these programs allowed me to supervise twelve students, 1 office assistant, and co-supervise our administrative assistant. I serve as one of the On-Call Directors on Duty, which allow me to respond to and resolve campus crisis situations and serve as a Judicial Hearing Officer for students in violation of college policies. Regularly, I collaborate with my supervisor and multicultural student organizations to organize social justice program, cross cultural dialogue activities, and awareness month celebrations and events, like Hispanic Heritage Month, Black History Month, and Native American Heritage Month to name a few. I enjoy working across offices with Orientation, Admissions, Academic Affairs, and the International Office. Outside of work duties, I find time to stay active advising Sisterhood, a student organization for women of color on campus, helping the Black Student Union and volunteering on search committees and attending a robust variety campus activities.

Thank you for reviewing my cover letter. I know my high-energy personality, attention to detail, autonomously driven work ethic, collaborative and diligent working style, strong visionary and leadership skills, my self-critiqued standard of excellence, integrity, and exemplary background experience supporting students and equitable policies, will allow me to be a great candidate and invaluable asset in this position, but most importantly, at Bradley. University.

I appreciate your consideration and I look forward to hearing back from you in the future.

Warmest Regards,

Monique Jernigan