

1305 Grappenhall Drive
Apex, NC 27502

October 30, 2011

Dear Search Committee:

The Director of Career Services opening at UNC-Greensboro is a great all around fit for me. I have enjoyed working at universities with a focus on liberal arts, science, business and other majors similar to UNC-G. The type of education and learning that takes place with a liberal arts core is one of the best preparations for a lifetime of work and service. My wide range of experiences in career services spanning over 23 years has exposed and prepared me for all the roles required for this opportunity.

Currently, I serve as head of the University Career Services External Relations Team at UNC-Chapel Hill. Our focus is on developing new part-time, internship and full-time opportunities, expanding and deepening relationships with current employers and alumni, and connecting our career counselors with data about these industries, employers and job openings. Additionally, I assist our director with fundraising and visits to employers and alumni in several cities. I work to create strong partnerships between our employers/alums and faculty and their academic departments. These critical connections bridge our office to the College of Arts and Sciences, the School of Journalism and Mass Communication, the Gillings School of Global Public Health, the School of Information and Library Science, the School of Government, and the Kenan-Flagler Business School. Additionally, I have been involved in creating collaborations between University Career Services and the Office of Diversity and Multicultural Affairs, Academic Advising, Scholarships and Financial Aid, Admissions, Study Abroad, the Office of International Student and Scholar Services, and several departments within Student Affairs over several years.

As a member of the University Career Services management team for over 8 years, I am involved in strategic planning and partnerships, hiring for both SPA and EPA openings, budgeting, grant writing and fundraising, technology, social media and innovation, marketing, and facilities planning. I have represented our director in various capacities related to Student Affairs, employers, parents and alumni. I enjoy taking a big picture approach, but am not afraid to assist with details, when needed. I like to tap into the creative energies of all staff involving them in formulating new initiatives and in solutions-based problem solving. This ownership enriches their work life and motivates staff to reach higher levels of performance and service to students and employers. I also realize that there are critical times when a leader steps in to give direction, inspiration, and constructive feedback to help staff grow and develop. Having supervised and led various teams at UCS and other colleges, I have refined the balance between trusting professionals to work independently while also giving positive feedback encouraging professionals to find ways to challenge themselves to keep their work and our employer and student services "fresh and exciting."

After reading my application materials I hope you choose to select me for an interview. I would be honored and excited to have a phone interview with you. If you need additional information, please contact me. I will follow up next week to ensure that you have received all my application materials.

Sincerely,

Timothy J. Stiles