

Winifred Jumbo

Dear Hiring Committee,

April, 2023

I am delighted to submit my cover letter for the Director of External Campuses position in Shiprock, NM at Diné College. I have been employed at Diné College for 11.5 years. I would like to explain how I meet the requirements of the position and I'm excited to share my experiences with Diné College. Below is a listing of requirements and my qualifications.

<b>Diné College Requirements</b>	<b>My Qualifications</b>
Masters degree minimum.  Doctoral preferred.	Master of Education, Community College and Higher Education from NAU (Expected Date of Graduation is 5/12/2023) Applying to Baylor University Learning & Organizational Change: Ed.D.
5 years of higher education experience.	11+ years with Diné College
Development and promotion of institution.	Served as College Recruiter and Dual Credit Program representative with thorough community engagement.
Responsible for the communication, dissemination, and enforcement of policies.	Familiar with Diné College Personnel Policy and Procedures Manual and Higher Learning Commission (HLC) core components.
Establishes short and long-term organizational goals.	Very familiar with the budget process and its connection to the strategic design of the institution.
Set an appropriate and professional atmosphere, tone, and culture for the branch campus and centers.	Led the strategic design process to develop 2022-2027 institution goals and objectives. Worked closely with internal and external entities. Currently serving as the President of Diné College Staff Association. Able to communicate and network with staff, students, faculty, and administrators in a professional manner.
Provide strategic leadership between faculty researcher to ensure functional and efficient operations.	Currently involved with 2 grants at our college, which require constant communication with faculty and PIs. Able to work closely with faculty to fulfill outcomes of grants.
Knowledge of community outreach practices.	I understand that intergovernmental agreement processes vary from a local, tribal, state, and federal level to create partnerships with Diné College.
Strong interpersonal and communication skills.	Able to create an atmosphere of productivity and awareness to accomplish student success.
Ability to develop and deliver presentations.	After numerous years of public presentations to K-12 schools and community organizations, my public speaking

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	skills and delivery of presentations has developed professionally.
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I would like to offer my expertise and experience to the College byway of this career opportunity. I have spent one academic year in planning the future of the institution by taking the lead of the strategic design process. I was mentored by the leadership of the College including the President, Provost, Vice President of Student Affairs and Vice President of Finance and Administration. We hosted 15 townhall meetings including internal and external stakeholders. We utilized qualitative data to help develop the 2022-2027 strategic goals and objectives of Diné College. This experience shaped by understanding of higher education insinuations and their direct link to the public good and trust. I was very fortunate to be afforded this opportunity because it allowed me to engage in a hands-on project to develop my leadership skills.

In addition, recently our college Provost provided me an opportunity to learn more about our accreditation agency, the Higher Learning Commission (HLC). I'm more aware of the core components on which higher education institutions are expected to fulfill. I'm aware of the assessment pieces and processes, such as general education and co-curricular. I eventually would like to become a peer reviewer for the HLC because there is a limited number of reviewers with tribal college and university backgrounds.

I am serving as the President of the Diné College Staff Association and I enjoy working with my colleagues to create a sense of belonging by engaging in community service projects, professional development opportunities, and supporting students at our campuses and sites. I have been in the position for 3 years and gained a tremendous amount of experience and guidance as a non-voting member of the governing board at our college.

I'm excited to expand my leadership skills and experience at Diné College to create student success with the help from our internal and external partners. I would like to hear back from the hiring committee. I appreciate your time and consideration. Please contact me at (928) 349-6360, if you have any questions or concerns.

Best,

*Winifred Jumbo* (e-signature)

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