**CONSIDERATION FOR SCREENING INTERVIEW**

**(Director of Transfer and Career Services)**

**From:** Armendariz, Rosa  
**Sent:** Wednesday, April 22, 2015 4:00 PM  
**To:** Henderson, Silvester  
**Subject:** RE: Request for Faculty Interview Committee Participation: "Director of Transfer and Career Services", Permanent (Urgent)

Dear Silvester,

I am submitting my name for consideration by the Academic Senate to serve on the Screening Interview committee for the Director of Transfer and Career Services, now reposted as a permanent position.

As the Director for the Title V Hispanic-Serving Institutions Grant, that will be fully funding this position through September 30, 2015, it is critical that I participate in the process. The U.S. Department of Education requires my involvement in the hiring of grant-funded positions and in supporting LMC’s institutional capacity building to strengthen the transfer pipeline. In my role, I am accountable to the Department of Education for ensuring that we hire individuals that will support the college in meeting our grant objectives. Additionally, I will be working closely with this person to transition them into the role, primarily in the transfer programs and services arena. Over the last four years, I have been highly involved in the development of the Transfer Programs and Services area at LMC, the Transfer Academy (which falls under this new manager), the hiring of new positions in this area, and the staff development for this area.

As a hiring committee member, I would bring valuable insights into the needs for Transfer and Career Services, as we have used the lessons learned through the grant to design this unit of the Student Services Success Center. My experiences as a faculty member and grant director provide a unique lens for identifying strong candidates for the position. In my almost decade at LMC, I have served on various college and district committees and hiring committees, demonstrating my commitment to making LMC a stronger institution of higher education. I am reliable, collegial, an active participant, and am an advocate for equity and student-centered approaches.

Please let me know if you need any additional information from me.

Thank you for considering me,

Rosa L. Armendáriz

Director, Title V – Hispanic-Serving Institutions Grant

Faculty, Education