
Trina McCarty

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September 18, 2017

Search Committee
College of Arts and Sciences
Kansas State University
110 Calvin Hall
Manhattan, KS 66506

Dear Search Committee:

Please consider this my application for the Instructional Designer position. I believe I have a unique set of qualifications and skills as well as a strong knowledge of higher education which make me an ideal candidate. I am quite familiar with K-State's College of Arts and Sciences having been assigned to them as their academic program coordinator at Global Campus for nearly 15 years.

I have over 25 years of experience at K-State. Since 2001, I have been working directly with faculty teaching online courses through Global Campus. When I took the position, a main responsibility was to train and assist instructors on how to use our learning management system to develop fully online courses. I remember an experience in particular when I was training a professor on how to utilize our learning management system. I explained that he taught a class I had taken many years earlier when I was fresh out of high school and working toward my bachelor's degree. He simply smiled and said, "Isn't it a great thing that I was your teacher and now you are mine?" That stuck with me. It was a simple statement that started our training session, but it meant so much to me to know that I added value and provided knowledge in order for him to successfully teach online.

In more recent years, K-State has hired instructional designers with formal training. That change was essential for K-State to move forward in quality online education. However, I quickly found that I missed that role of interacting with faculty about online course development. Working closely with instructional designers and faculty on other projects increased my interest in becoming a professional in instructional design. Therefore, I applied for a graduate program to achieve that goal and began my course work in January 2016. I will have completed 18 hours by the end of this term and plan to complete my Master of Science in Curriculum and Instruction with a specialization in Educational Technology no later than Fall 2019. Concurrently, I am working toward the Online Learning Consortium (OLC) Institute's Instructional Designer Certificate Program and plan to complete that training in mid-November. I believe the ongoing education along with my years of experience are a great fit for this position.

I have exceptional communication skills, having worked with diverse student and faculty clients. I have worked on many project teams with both technical staff and end users and can effectively communicate with all groups. Supervisors have given me positive feedback stating that I can listen to user needs, analyze the situation quietly and objectively, and then come forth with multiple solutions. I have been asked to work on projects with Information Systems, the Office of Mediated Education, Planning and Analysis and Admissions. I believe I am repeatedly assigned to these project teams because of my knowledge of systems, my problem solving skills, my strong verbal and written communicate skills and my ability to maintain strong professional relationships across campus.

I believe I would be an asset to the College of Arts and Sciences. You can reach me by phone at 785-410-3867 or 785-532-2553 or by email at trina@k-state.edu. I look forward to visiting with you more about my qualifications for the position. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Trina M. McCarty".

Trina McCarty

enclosures