

Letter of Application

From: **Anas Eljamal**
Email: anas@eljamal.com
Tel (780) 714 6600
268 Woodward Lane,
Fort McMurray, AB T9H 5K8

To: Human Resources
Keuka College
141 Central Avenue
Keuka Park, NY 14478
E-mail: jfolts@mail.keuka.edu

Subject: Application for the position of Program Director, Keuka College – China Program – New York

I would like to apply for the position of Program Director – China Program, as advertised on your website. Beside my passion for working in an experiential learning environment, my personal interest in adding Chinese Culture to my multicultural experience, you will find my qualifications and experience suitable for my success in assuming such a role. I will address each qualification as outlined in your advertisement.

Master's degree (required) business or management field preferred; will consider other relevant experience.

I have a Master in Management with focus on quality management in education. In addition, I have a certificate from Harvard Graduate School of Education in Educational Leadership.

3-5 years teaching experience in setting where English is a second language.

Until 2004, my educational experience has been in educational institutions where English was the second language since 1988. The countries I have worked in were Lebanon, Bahrain, Canada, Saudi Arabia and the United Arab Emirates.

Familiarity with classroom teaching evaluation techniques.

Throughout my managerial experience, I have mastered classroom teaching observation and evaluation methodologies that focus on constructive dialogue leading to improved instructional skills and enhanced student learning. I can follow different models that range from one-to-one discussion to collective and collaborative feedback activities among different teaching professionals.

Experienced in the administration of academic programs, overseas preferred.

Most of my educational experience has been overseas. Specifically, my administration of academic programs has been at the Higher Colleges of Technology in Dubai, U.A.E.

Ability to work collaboratively across cultures and time zones.

I have vast experience in working in, what I refer to as Virtual work, with colleagues that are across the globe. I use extensive technical tools and *tricks* to ensure asynchronous communications is as effective as synchronous interaction. Some of the tools I use are Blogs, SharePoint, Bridge-It, Wiki and FaceBook to ensure teams communicate effectively to meet the needs of the project.

Ability to work under pressure with a high tolerance for ambiguity and the ability to work with diverse groups of people in multiple cultural settings.

What is pressure? If I have the right team, I am known that I will keep on working until the objectives are met. However, extended periods of work under pressure must be followed by a good rejuvenating break which should be expected by my superiors and reflected in the vacation days of the contract.

I would not have been successful in leadership roles if I did not develop my abilities to work in ambiguous environments with ever changing objectives. During my work at the Higher Colleges of Technology, I was working at Dubai Men's College which had teams from 23 different nationalities and the employees under my supervision where from 9 different cultures. In addition, I have a passion in Cultural research and have identified essential best practices that lead to successfully multicultural collaboration and effective learning outcomes among learners from non-western cultures. I have done numerous presentations in this area in Canada, MIT, UAE and Europe. Visit my website for the details.

Ability to work independently.

I can work independently with minimum supervision and little direction to meet the objectives.

Willingness to work weekends, especially when in China.

Ask my wife, she will tell you I do not stop working in weekends as long as the job is challenging to my learning drive. As outlined earlier, I need a break after extended long period of continuous work.

Excellent oral and written communication skills.

My multicultural experience allowed me to develop a personalized English accent that is understood by the majority of my listeners. I have the ability to customize the use of vocabulary to ensure the understanding of my listeners. I have success stories about presentations I do to multicultural audience where I use imagery, tone, body language and graphics to ensure the message is reached to the majority of my audience.

My writing style varies based on the readership. I tend to write long sentences using heavy stock of vocabulary for academic and research purposes. I use short concise sentences for the generic audience. Im Gr8 in GenY talk o' z' kidz 2. I can use structured and bulleted style as well as prose structure to ensure instructions are well understood by my team.

In addition, I have the ear and the patience to understand English of individuals with different accent, especially among individuals whose native language uses different syntax structures.

Use of e-mail as an effective communication tool.

I strive on the email as my main administration tool. I have a good talent of sending emails that avoid misunderstanding due to tone, lack of body language and that ensures none-emotional connotations. I use emails more than the cellular phones.

In addition, to beat my 15 years old son, I have mastered other technical tools to ensure proper communication like MSN, Blogs, Wiki's, FaceBook, Skype, OneNote and many other asynchronous collaborative tools. I have used them very effectively at my work.

Familiarity with budgeting process and spreadsheet applications.

I have extensive experience in budget handling following different international systems. An initial orientation to the new budget system is essential. I have mastered all types of Spreadsheet applications.

Valid Passport with no travel restrictions.

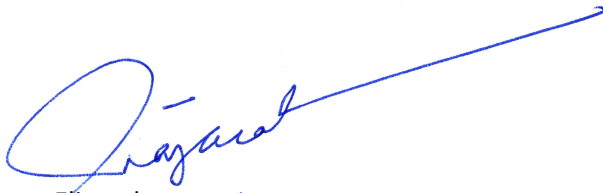
I have a Canadian Passport with no restriction to travel anywhere.

Physical and mental health able to cope with potential frequent international travel.

I have no physical or mental problems that will impact frequent international travels. Usually, I need an extra day to overcome jet lag when going eastbound, while westbound travels do not impact me.

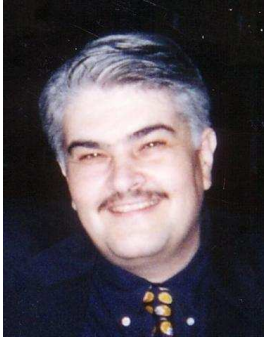
I am confident that you will find my experience and knowledge suitable for your college educational philosophy. I look forward to add the Chinese culture to my multicultural experience.

Sincerely yours,



Anas Eljamal
CIO, Keyano College
268 Woodward Lane
Fort McMurray, T9H 5K8, Alberta Canada
Tel (780) 714 6600
Email: anas@eljamal.com

P.S.: Due to my interest in the Chinese culture, I am applying for other positions within your College that matches my experience.



Full Name: Anas Eljamal
Email: anas@eljamal.com
FaceBook/LinkedIn: Anas Eljamal
Website: anas.eljamal.com
Contact Information: Keyano College
8115 Franklin Av, #58
Fort McMurray, Alberta T9H 2H7, Canada
Tel (Work): (780) 791- 4844
Tel (Personal): (780) 714-6600

Career Objectives

I strive to work with multicultural educators on exploiting post-modern information and communication technologies in the areas of teaching, learning and educational administration for the success of multicultural lifelong learners.

Summary of My Career Experience

I am a true believer and practitioner of the experiential learning where I promote learners to create their knowledge through self discovery. I have successful application in many courses like Human Resources, Operations Management, Project Management and other disciplines.

My leadership and managerial history is saturated with change and paradigm shift challenges. The success of my methods is rooted in my belief in delivering solutions based on the teachers', administrators' and learners' needs rather than imposing new trends. With proper training and support, these initiatives surfaced to success.

I have presented numerous international presentations in theoretical and practical concepts related to the application of technology in modern age post secondary educational systems. I have addressed cultural impacts on the learning of individuals.

Academic Degrees

Masters Degree in Quality Management, University of Wollongong, Australia, Spring 1998.

Graduate Certificate in Total Quality Management, University of Wollongong, Australia, Spring 1997.

B.Sc., Computer Science and Mathematics, American University of Beirut, Lebanon, Fall 1985.

Personal Interests

I am a world travel backpacker with my family. We traveled all over Europe, Asia, North America, and the Middle East. Our next travels will be to the Far East, Central and South America. I am a passionate researcher of culture, history and difference between religions. I have given numerous presentations about cultures and religion interrelationships. I indulge myself in playing strategy games where mental challenges give me the thrill. I am a certified *Akila* in Boys Scouts and I enjoy watching good movies.

Chronology of Work Experience

Sep 2004 To Present: Chief Information Officer

Organization: Keyano College, Alberta, Canada

Website: www.keyano.ca

Role: Member of the College Executive Committee. Responsible for setting, implementing and managing the ICT strategies of the college.

Major Accomplishments: implemented structured wireless across all campuses, consolidated back end servers through virtualization to support the educational processes, implemented an Educational Portal System, introduced new technology based teaching and learning for the remote communities, introduced new distant education learning experience, introduced laptops, participated in revamping the business and computer science curriculum to meet the present IT challenges in the Oil Sands industry.

I teach Project Management, Operations Management and Human Resources courses.

Jun 2000 To Sep 2004: Manager of Educational Technology

Organization: Higher Colleges of Technology, Dubai, U.A.E

Website: www.hct.ac.ae

Role: Member of the College Executive Team. Assumed the role of Acting Director. I was responsible for setting, implementing and managing the operation related to educational technology.

Major Accomplishments: introduced student laptop program and wireless across the whole campus. Utilized Citrix solutions to minimize down-time learning opportunities. Designed, purchased and implemented state of the art infrastructure to support the educational and administrative operation of the college. Participated in creating an ecommerce program that evolved into the e-Business degree. Managed teachers' professional development programs that helped them migrate to new teaching paradigms. Managed the technical support and operation function of the college.

I taught different computer science courses, Business Administration courses, Middle East History course and ecommerce Courses.

May 1992 To Jun 2000: Manager of Student Services and Computer Systems

Organization: Higher Colleges of Technology, Dubai, U.A.E

Website: www.hct.ac.ae

Role: Manage the Student Services function in the college which included student recruitment, student records and registrar. In addition, I managed the computer support functions of the college.

Major Accomplishments: Attracted 80% of the potential high school graduates to our college, created and administered policies related to student services and the registrar. Developed and managed a student academic tracking systems. Participated in the creation of a centralized admission center at the level of the country. Purchased and installed automation systems required for the operation of the college (specifically SCT Banner and WebCT.) Participated in the development of numerous IT curricula.

Aug 1989 To May 1992; Title: Instructor of Business Information Systems

Organization: Higher Colleges of Technology, Dubai, U.A.E
Website: www.hct.ac.ae

Role: Teacher of IT courses (database, networking, applications and programming.)

Major Achievements: Was awarded the Excellence in Teaching award. Developed numerous courses for the department. Participated in the process of BTEC accreditation.

Sep 1988 To Jul 1989: Teacher of Computer Sciences

Organization: Ibn Khaldoun High School, Manama Bahrain

Role: Teacher of programming courses for grades 5 to 9 and Sciences for Grade 5. Developed material for the courses.

Oct 1983 To Sep 1988;

(1) Teacher of Computer Sciences and Mathematics

Organization: American Community School

Role: Teacher of Mathematics (Algebra and Geometry) and Computer Sciences for grades 10 to 12.

(2) Graduate Research Assistant in Computer Sciences

Organization: American University of Beirut
Website: www.aub.edu.lb

Role: Teacher of computer sciences courses for Freshman and Sophomore years. Graduate assistant to professors in numerous computer courses. Managed the Computer Labs in the Department of Mathematics.

Mar 1991 To April 1983: Bilingual Industrial Instructor

Organization: Mitsubishi heavy Industries
Website: www.mhi.co.jp

Role: Worked with the Japanese multinational company as the Instructor of the operation and maintenance of Desalination control room. Developed teaching and learning material for the trainees in English and Arabic.

References

Present Employer: Keyano College		Previous Employer: Higher Colleges of Technology
Jim Foote, President Email: jim.foote@keyano.ca Tel: 780 791 4800	Cindy Amerongen, VP Email: Cindy.Amerongen@keyano.ca Tel: (780) 791 8923	Norman Gray, Director Higher Colleges of Technology Postal address: 1724 The Chase Mississauga, Ontario L5M 4P2 Email: nlgray@roger.com or Tel: (905) 569-0058
Postal Address: 8115 Franklin Avenue, Fort McMurray Alberta T9H 2H7, Canada		

You are authorized to approach the above individuals for references. More references will be provided upon Request

Professional Certificates

- 2007: Agile Project Methods, Berteig Consultancy.
- 2007: Administration of Centralized Wireless Systems, Aruba Inc.
- 2005: SuperNet Operation, North Alberta Institute of Technology.
- 2004: Work Health and Safety Certificate, Alberta Government.
- 2003: Global eLearning Workshop from Massachusetts Institute of Technology, Boston, Learning International Network Consortium.
- 2002: ICDL Center Manager and Assessor, UNESCO.
- 2001: Independent Learning Skills, Higher Colleges of Technology.
- 2000: Judging Quality Award, Dubai Quality Award, Dubai Economic Department and University of Wollongong.
- 2000: Leadership in Education, Harvard Graduate School of Education.
- 1995: Facilitation Training Certificate, Instructional Skills Workshop Group, Higher Colleges of Technology.
- 1994: Training the Trainers Certificate, Instructional Skills Workshop Group, Higher Colleges of Technology.
- 1993: Oracle Advanced Application Building Certificate, Oracle.
- 1990: Curriculum Development, Higher Colleges of Technology.
- 1991-2000: Novell Netware Operating Systems Certificates, Novell and Computer Data Networks.

Professional Presentations

In addition to presentations related to alternative methodologies of teaching, assessment, training and use of educational technology, I have conducted the following professional presentations:

- 2008: Alberta North Access Symposium:** 2 Presentations
 - (1) Why Agrarian Students Fail our Educational System
 - (2) The Future of Education in the Wiki AgeFort McMurray, May 2008.
- 2007: Center of Excellence for Research and Technology:** Learning in the Knowledge Age
Keyano College: Wiki Learning Model
Keyano College: Challenging the Obvious in Education, a series of workshops that challenges educator's to adopt new learning models.
- 2006: Wood Buffalo Human Resources Management Association:** Human Resources Management in Multicultural Organizations.
Alberta North Access Symposium: How "Knowledge Technology" Improves Cross-Cultural Collaborations.
Work Force Development, Supervisors Boot Camp: Management by Remote Control.
- 2005: Fort McMurray Public Schools Teachers conference:** (1) The Google Kid: how Technology is impacting the learning behavior of the new generation (2) Cultural Spectacles: Methodologies of understanding the paradigms of different cultures.
Keyano College: Education in the Knowledge Age, Mastering the Basics Series of Presentations: Email and Networking.
- 2004 - Present: Fort McMurray Multicultural Association:** On Going Presentations related to multiculturalism and impact on teaching and learning.
- 2003 – 2005: Laptop Think - Day – HCT and Zayed University:** Different presentations about the

use of technology and laptops in teaching and learning.

2002: IBM ThinkPad University Conference: The Cultural Challenges facing implementing successful educational technology in the Gulf Countries.

2001: American University of Sharjah: Future trends of technology in teaching and learning.

2002: With Pat Colabucci: Online Role Play Simulation as an alternative assessment

1998 - 2000: Higher Colleges of Technology Conference: Uses of Technology in the functions of Student Services and Registrar.

Professional Membership

AAHEIT: Alberta Association in Higher Education for Information Technology (www.actic.ca)

CANHEIT: Canada Higher Education and Information Technology Consortium

CANITDIRS: Canadian IT Directors network

EduCause: www.educause.edu

ISACA: The Information Systems Audit and Control Association (www.isaca.org)

LIFIA: Learning Innovations Forum, (www.lifia.ca , www.lif-fia.org)

MIT-LINC: MIT Learning International Network Consortium (linc.mit.edu)

ACCC: Association of Canadian Community Colleges (www.accc.ca)

IATHA: Institute for the Advancement of Teaching in Higher Education (www.iathe.org)