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OFFICE OF THE PRESIDENT
University of Idaho

P.O. Box 2621
College Station
Pullman, Washington 99163

Dr. Robert W. Coonrod
Vice-President for Academic Affairs
University of Idaho
Moscow, Idaho 83843

Dear Dr. Coonrod:

Permit me to take cognizance here of the many letters of this nature which daily cross your desk along with more pressing matters, and to request your indulgence for a moment.

I am submitting this letter as an initial application for employment at the University of Idaho as Director of Minority Programs. I believe that the next paragraph will show that I can render services of real value to the university in its efforts to meet the needs of all of its students and to serve the total Moscow community.

I was employed as Director of Student Personnel and Placement Services at Elizabeth City State University, Elizabeth City, North Carolina, from June 1965 to June 1968. As director I supervised a staff of fifteen in the combined departments; assisted in the recruitment of students; developed and implemented the orientation program; contacted recruiters, set up job interviews for graduates, and gathered statistics on success of graduates job-wise. This was in a predominantly Afro-American situation. Being a member of a minority group and having closely observed the minorities situation in the United States gives me added insight into the problems faced by minorities in our nation.

My task as director will involve far more than the administering of this area. I envision my task to involve the total preparation of students for maximum adjustment in the adult world; to meet the needs of an ever changing society. The preparation of students for an active and profitable adjustment to life must involve the providing of many and varied learning experiences beyond those obtained in the classroom. To this end the director becomes counselor and exemplar. It is within this frame of reference that my administrative endeavors would be designed.

I shall be pleased to complete such forms of formal application and arrange for such interviews as your committee may deem desirable. It is my hope that a favorable response from your committee will result in mutual benefits to the Minorities Program, to the University of Idaho, and to myself.

Yours in Brotherhood,

Charles A. Ramsey, II
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c/c Dr. Rolland