



P O Box 4020 Clinton, MS 39058

February 24, 2025

To Whom It May Concern:

It is with great pleasure that I submit this open letter of recommendation for Mr. Nate Jarnagin. He served as the Administrative Assistant for the Department of Art at Mississippi College from July 2018 to May 2025. His job was to assist me, the department chair, and help with the physical, financial, and student personnel needs in the Department. He completed his job in a most honorable, dedicated, and enthusiastic way. Nate did an exceptional job and I am very proud to recommend him for any consideration.

I would like to expand on three significant contributions that Nate made to our department during his tenure with us. First, he is a young man with many talents and skills. Diversity in experience is perhaps the most significant factor that contributed to me hiring him in 2018. As I read his resume and interviewed him, I knew that he would be able to navigate the complexities of this desk job including helping me manage our S&E budget, course lab fees, endowments, and numerous other financial areas. This coupled with his past experience in the MC Physical Plant proved to be an ideal combination in addressing the many nuances of this job. Nate stepped in and devoted his time and physical energy to helping with many of our department projects.


Second, I am very proud of Nate's ability to work with the public – including students, faculty, and guests. He treated students and faculty with great respect. Everyone grew to love and appreciate him. He was most gracious to guests – including student prospects and their families. He took this seriously and always took the time to respond to their questions and needs. Furthermore, he worked with many of the businesses and art supply companies that we use. Nate worked with them and understood what was expected from these orders and affectively communicated this to the representatives. This required skill and tact.

Third, Nate was dedicated to the success of the Department of Art. He has been unselfish and giving with his time. He helped with many of our receptions and Department events. Most of these occur in the evening or on the weekends. In 2018 Nate helped me develop our *Emergency Action Plan* to be implemented in the event of an emergency such as fire or weather or in the event of an intruder to the department. He helped me establish our department *Covid Action Plan* which helped our faculty and students interpret the MC Covid Plan as it changed and evolved. Finally, in 2022, Nate helped me make the monumental transition from Aven Hall to the new *Gore Arts Complex*. This was a move that required many hours of work and

planning. Nate stepped in and helped on numerous fronts. In honor of his hard work, he was named the GAC Coordinator in our Department.

Needless to say, Nate helped re-define the Administrative Assistant job. We are very proud of him and will greatly miss him. He has worked hard to complete his education at Mississippi College and now we are anxious to watch his future unfold. He will be a positive force wherever he lands.

Sincerely,



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