



JOB POSTING

Logan University is comprised of the College of Chiropractic and the College of Health Sciences and blends the perfect balance of tradition with innovation. Established in 1935, Logan College of Chiropractic is one of the largest and most respected chiropractic colleges in North America. Through the College of Health Sciences, Logan offers master's degrees in sports science and rehabilitation, and nutrition and human performance that are accredited by the Higher Learning Commission of North Central. Other program offerings include undergraduate coursework including an Accelerated Science Program to help students complete their basic science coursework at an accelerated pace, offered in both online and on-campus formats, and two baccalaureate degrees- A Bachelor of Science degree in Human Biology and a Bachelor of Science degree in Life Science.

Logan's 112-acre wooded campus is located in Chesterfield, MO, a quiet residential suburb of St. Louis. Its low student-to-faculty ratio provides more personalized instruction, which is most conducive to effective learning. MSNBC has selected Logan's campus as an editor's pick of one of "America's Most Beautiful College Campuses." Logan offers an outstanding benefits package to eligible employees including free chiropractic care. Learn more about Logan University at www.logan.edu.

Interested candidates please send resume to: resumes@logan.edu

Job Title: Admissions Assistant

Date: April 29, 2015

Status: Full time; Non-Exempt

Summary: Directly works with the Director of Admissions and assist with the daily operations of the Office of Admissions. This includes facilitating all communication, both electronic and paper, from the inquiry phase through matriculation.

Competencies: To perform the job successfully, an individual should be able to maintain a positive attitude and work with a diverse population. Good verbal and organizational skills and ability to set priorities. Must be able to deal with competing demands and adapt to changing priorities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor Degree Required. Preferred two years of admissions related experience and/or training; or equivalent combination of education and experience. Must have ability to solve practical problems and deal with a variety

of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Must have an overall understanding of the integration of social media and technology with business operations as well as be proficient with Microsoft Office software programs.