



## 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](http://www.logan.edu).

**Interested candidates please send resume to: [resumes@logan.edu](mailto:resumes@logan.edu)**

**Job Title:** Admissions Coordinator

**Date Open:** 3-16-15

**Summary:** Logan University, located on an award-winning campus in west St. Louis County, has an opening for an Admissions Coordinator.

The Admissions Coordinator will be an integral part of the team responsible for recruiting, crafting, and retaining the new generation of Doctors of Chiropractic. As a trusted source to future students and their families, the Admissions Coordinator must become knowledgeable about Logan College, the admission office and its procedures, and other services offered by the college. As a valuable member of the admissions team, the Admissions Coordinator is expected to actively participate in the myriad activities of the office designed to recruit, admit, and yield an entering class of requisite size and quality.

**Responsibilities:**

The responsibilities for the position include but are not limited to the following:

- Represent Logan College to prospective students and their families by attending college fairs/nights, in addition to conducting on-campus group information sessions for students and their families.
- Assist students in the application process through encouragement, answering questions, and providing other advice.
- Read and evaluate applications for admission and participate in the admissions committee that makes admission decisions.
- Develop and maintain a network of school and education counselor contacts. Continue to maintain relationships throughout the year; keeping these contacts apprised of current news about the Logan community.
- Share responsibility for meeting institutional enrollment goals, including increasing diversity – socio-economic, geographic, and racial.

**Qualifications:** A minimum of a bachelor's degree and one to two years of related work experience is desirable. The Admissions Coordinator must have demonstrated experience delivering exceptional customer service to a diverse array of customers; be a self-starter that continually strives to improve processes, communication, and team effectiveness; must have the ability to thrive in a data-oriented and analytical environment that has a high level of individual and team accountability; must have the ability to communicate clearly and effectively both verbally and in writing and online; be able to establish and maintain effective working relationships with students, families, administrators, staff, faculty and others; must have strong multi-tasking, organization, and time management skills; must be willing to work nights and weekends as needed at various times throughout the year, as well as travel for recruiting purposes.