



## 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:** Alumni & Friends House Assistant

**Date:** April 20, 2015

**Status:** Part Time non-exempt 18 hrs

**Summary:** The Alumni & Friends House Assistant provides clerical support to administration and staff at the Alumni and Friends House by performing the duties listed below. Must be able to maintain a high level of communication, excellent customer service and have the ability to be part of a cohesive team.

**Principle Duties and Responsibilities:**

1. Responsible for answering telephone, screening and routing calls to appropriate staff and prioritizing messages with clearly written and verbal communication of messages, when appropriate, to supervisors and staff.
2. Assist with all Alumni and Friends House activities and events i.e. guest lectures, alumni visits, etc.
3. Assist with Spring Symposium planning, set-up and on-site activities as needed.
4. Assist with Postgraduate programs and enter seminar information into Student Manager as needed.
5. Assist with Development projects and enter data as needed.

**Qualifications:** High school diploma or general education degree (GED) and six months to one year of office experience; or equivalent combination of education and experience. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple

instructions, short correspondence and memos. Ability to write simple correspondence.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Windows, Word Processing, and Excel Spreadsheet software and data entry skills.