



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: Assistant- Alumni and Friends House

Overview and Responsibilities:

The Office Assistant provides administrative support to the Development office primarily and the Alumni and Friends house overall as time permits.

- Process donations using the appropriate systems and prepare acknowledgement letters and other correspondence.
- Maintain files, either paper or electronic, on individual, corporate and foundation donors.
- Create monthly fundraising reports as needed.
- Maintain a high level of confidentiality when dealing with donor records and sensitive information.
- Maintain accuracy in the alumni database, including processing returned mail and address updates and researching "lost" alumni.
- Maintain inventory of supplies, including alumni gifts.
- Coordinate production and mailing of spring and year-end appeals.
- Provide planning support and event coordination for state chiropractic conventions and similar alumni and donor events.
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for donor and alumni events.
- Prepare materials for distribution (i.e. copying, filing, mailing and e-mailing).

- Prepare provided copy for newsletters, brochures, booklets, certificates and flyers. Modify copy to conform to publication style.
- Answer telephone and provide callers with information or route to appropriate area.
- Set up and maintain files of correspondence, reports and miscellaneous documents.
- Other duties as assigned to provide assistance to various projects and initiatives within the Development Office and the Alumni and Friends House.

Competencies: Must be detail minded, have good organizational and verbal and written communication skills, including ability to proof own work for grammar and spelling. Must be able to work well independently or with others.

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.

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of Windows, Spreadsheet software and Word Processing software and ability to learn new programs as needed. Database software experience and desktop publishing experience preferred.