



## 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:** Associate Registrar

**Date:** April 17, 2015

**Status:** Full time; exempt

**Positions Supervised:** Academic Admissions Coordinator, Student Records Associate

**Summary:** The Associate Registrar assists the Registrar in maintaining and updating academic records and supervising the daily operation of the office, including daily interaction with students. The Associate Registrar is responsible for maintaining international students in Sevis system, updating Veterans information in the VA system and updating student information to the National Student Clearinghouse. The Associate represents the Registrar's office in working with various offices on student issues.

**Principle Duties and Responsibilities:**

1. Supervises support staff and manages the daily operations of the registrar's office; coordinates with the Registrar on project timelines, communication with students and faculty, resolves issues and assumes the responsibilities for the registrar's office in the absence of the Registrar.
2. Maintain/update registration verification for international students using SEVIS and serve as the university's PDSO. Track current and new VA students using VA software. Update student information in National Student Clearinghouse database.
3. Maintain accurate academic records by updating information on student records, i.e. Dean' list, academic honors, grade changes, changes of registration and withdrawals, interprets policies and provide support to other departments.
4. Review, evaluate and consult with Academic Success Coaches and Dean on potential transfer credit for degree completion programs. Provide support for Academic Coaches and Advising.
5. Assist Registrar with graduation and final checkout including issuing final transcripts.
6. Process National and State Board applications.
7. Provide notary service, process mail, type correspondence, handle phone inquiries, file as

- needed.
8. Process transcript requests.
  9. Implement and maintain processes for Specialized Technique registration, processing changes in registration and providing information to the department.

**Qualifications:**

Bachelor's Degree, Masters preferred or 5 years of experience in academic records as a coordinator, Assistant Registrar or equivalent position.

**Knowledge, Skills, Abilities:**

- Strong interpersonal, verbal and communication skills.
- Familiarity with higher education organizational structures and academic policies associated with registrar functions.
- Computer applications: Microsoft Word, Excel and Access and university information systems.
- Organizational skills, administrative and time management skills.
- Ability to work well under pressure.
- Commitment to professional integrity, including knowledge of and commitment to upholding federal guidelines regarding confidentiality of student academic information.
- Understanding of the University's curriculum, requirements and a commitment to maintaining this understanding.
- Commitment to maintaining best practices in service, innovation and efficiency.
- Commitment to a collaborative work environment.
- Commitment to seeking appropriate professional development.