

LOGAN UNIVERSITY

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 doctorate, master's degrees and bachelor's degrees that are accredited by the Higher Learning Commission of North Central.

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 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.

Assistant Director of Admissions – College of Health Sciences

Summary: The Assistant Director of Admissions – College of Health Sciences provides leadership, continuity, and focus to recruitment of students to the Master's programs. Facilitates recruitment of students from the inquiry phase through matriculation, while meeting the goals outlined the strategic plan. Provides support to special events.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Manages inquiries and applicants for assigned programs and staff through the admissions process.
2. With the assistance of the Director, prepares and executes recruitment plan for assigned programs.
3. Monitors and manages performance related to enrollment conversions, aligning performance with the University's strategic plan.
4. Prepares weekly analysis and reporting on Master's program enrollment funnel.
5. Provides cross training Admissions Office personnel on Master's program offerings.
6. Performs general trouble-shooting and contributes to the ongoing improvement of admissions-related processes.
7. Participates as an integral member of the Admissions team by assisting with application review, transcript evaluation, compilation of information for reports, and other items deemed necessary for proper office operations for assigned programs.
8. Performs related responsibilities as required by the Director of Admissions.

COMPETENCIES: To perform the job successfully, an individual should have knowledge of the general principles of data base management with good interpersonal and written communication skills, including negotiation and presentation skills. Must be concerned with educational goals of students. Must possess excellent leadership skills and be pro-active, enthusiastic, and dynamic. Must be willing to travel, be a problem-solver, and be able to meet specific high-level progressive goals.

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's degree required. Master's degree preferred. Two years of experience in an assistant or associate director position in an institution of higher education is essential.

Ability to coordinate and lead special projects.

Ability to develop, recommend and implement institutional policies and procedures germane to the functional areas assigned to this position.

Certificates, Licenses, Registrations: None required, but desired.

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