



## 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:** H/R Director

### Overview of Position:

The HR Director guides and manages the overall provision of HR services, policies and program Logan-wide. The major areas directed are: recruitment and staffing; performance management and improvement systems; policy development and documentation; employee relations; employee and community communication; compensation and benefits administration; and employee safety, welfare, wellness and health.

### Some Responsibilities include:

- Recruitment and Staffing
- Performance Management and improvement system
- Policy Development, Administration and Communication
- Employee Relations
- Department Administration
- Serve on various Logan-wide committees including Administrative Counsel and lead the Safety Committee

### Qualifications and Competencies:

- To perform the job successfully, an individual should have strong interpersonal, oral and written communication skills and the ability to effectively communicate/present to large audience of employees. Must be able to interact with people at several different levels in the university in a professional manner while maintaining objectivity and confidentiality. Must be able to manage competing demands and remain flexible in schedule and attitude. Must be able to identify and resolve problems in a timely manner. Project and people management skills required. Attention to employee data integrity is essential.
- Responsible for keeping current of federal and state laws/regulations, and for interpreting and implementing them where applicable to the Human Resources Department – (FMLA, ADA, COBRA, TAX REFORM, etc.)
- 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.

- Master's degree, in Human Resources or related field preferred, plus three to five years of experience; or equivalent combination of education and experience, including some management or supervisory experience.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to interview and screen candidates, applicants and employee and provide substantive feedback to managers to assist with decision making process.
- Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Basic math skills required. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### Computer Skills

- Must be experienced in Microsoft Office (word, excel, and power point) and payroll and benefit systems.