

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.

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

JOB TITLE: Admissions Operations Assistant

Full-time; Non-Exempt

SUMMARY: Works directly under the Assistant Director of Admissions Operations and assist with the daily operations of the Office of Admissions. This includes facilitating all communication, both electronic and paper, from the inquiry phase through matriculation.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Serve as a receptionist and greet visitors for the enrollment suite of offices, including the Office of Admissions and Office of Financial Aid.
2. Manage application processing for all academic programs. Coordinate functions that ensure timely entry, document management and file continuity.
3. Process prospective student inquiries and generate appropriate letters and other printed materials from CRM and Power Campus.
4. Provide reports to Admissions and other departments.
5. Run weekly data integrity reports to ensure correlation between CRM and Power Campus.
6. Upload newly accepted applicants from CRM into Power Campus on a regular basis.
7. Admissions Operations Assistant will work closely with the Assistant Director of Admissions Operations to produce timely reports on all enrollment inquiries, applicants, admitted students and tuition deposits.
8. Maintain position specific training and procedure manuals.
9. Answer telephone and direct calls to appropriate personnel.

10. Admissions Operations Assistant will work with the Director of Financial Aid and staff to develop procedures, coordinate and assist with financial aid inquiries and applicants, as well as with exit counseling for recent graduates.
11. Monitor supplies and materials in the office. Inventory and order supplies as needed.
12. Assist with the tracking of admissions coordinators travel schedule and absences from the office (example: personal or sick).
13. Coordinate and assist new matriculating students and families with housing. Provide information on housing and assist as needed with classifieds and roommate lists.
14. Coordinate calendars for department and inter-department meetings and coordinate social functions. Assist with coordination and planning of New Student Orientation; Slice of Logan; special events when needed with occasional Saturday and evening hours needed; Campus Visit Program; and Campus Tours for the Tour of the Body Program.
15. Perform other duties as assigned.

COMPETENCIES: To perform the job successfully, an individual should be able to maintain a positive attitude and work with a diverse population. Good verbal and organizational skills and ability to set priorities. Must be able to deal with competing demands and adapt to changing priorities.

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 Degree preferred. Preferred two years of admissions related experience and/or training; or equivalent combination of education and experience. Must have 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. Must have an overall understanding of the integration of social media and technology with business operations as well as be proficient with Microsoft Office software programs.

Certificates, Licenses and Registrations: None required.

Other Qualifications: Must be able to work evenings and weekends occasionally.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds in order to move supplies, reach for files, and lift light boxes when sending information and materials, or in preparation for special events. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.