

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 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

Academic Success Coach (2 openings) Full Time

SUMMARY: Logan University is committed to student success. As part of our strategic plan to optimize student success, we assign each student to an Academic Success Coach (ASC). The ASC monitors student progress in each class based on set parameters and helps coach students from matriculation to graduation. This position reports to the Dean with a dotted line to Enrollment Management.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provide academic advising in partnership with the Dean and Faculty
- Orient new students to Logan University
- Welcome new and returning students to the trimester
- Ensure students have the necessary tools for success
- Establish and monitor student success plans for each student
- Help students establish and maintain positive study habits
- Communicate with students throughout each trimester
- Monitor student success as defined by set parameters
- Act as a liaison between students and faculty
- Refer students to resources to optimize their success

- Develop workshops and tutorials to help students overcome deficits related to time management, studying, test taking, the use of technology

COMPETENCIES: To perform the job successfully, an individual must be dependable and have good inter-personal and communication/organization skills and the ability to interact effectively with students, faculty, and staff.

QUALIFICATIONS:

- Bachelor's degree
- Experience in a higher education institution, secondary education, and/or human services
- Ability to communicate via various technology tools
- Strong written and oral communication skills
- Strong critical thinking/problem solving skills
- Strong interpersonal skills
- Collaborative spirit/Team oriented
- Excellent communication skills
- Online education experience preferred

Computer Skills: To perform this job successfully, an individual should have general knowledge of computers including word processing and spreadsheets.

Certificates, Licenses, Registrations: Required as appropriate to degree possessed.

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 regularly required to sit and to use hands to type on computer, operate office equipment and handle books, files, documents, etc. Must be able to talk and hear to answer phones and when assisting others. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, and to stoop or kneel. The employee must occasionally lift objects weighing from 10 – 30 pounds and possibly up to 50 pounds. Close vision needed to use computer. Must have distance vision and depth perception for safety purposes.

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.

The work environment in this position is characteristic of a normal office environment. The noise level in the work environment is usually moderate.

NOTE: This job description in no way states or implies that these are the only duties to be performed the employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

An employee is expected to assist and provide coverage for coworkers during peak periods, vacation days or sick days.