

# 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](http://www.logan.edu).

**Interested candidates please send resume to: [resumes@logan.edu](mailto:resumes@logan.edu)**

**Job Title:** Copy Room Coordinator

**Date:** May 18, 2016

**Status:** Full Time Non-Exempt

**SUMMARY:** Complete in-house printing requests for University departmental personnel, serve as back-up for front desk reception and administrative duties during breaks and absences of Receptionist, manage inventory of stationery and paper supplies and assist with sorting and delivery of mail as needed.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Complete in-house printing requests for University departmental personnel.
  - Process print, copy and binding projects as requested.
  - Act as technical expert on Copy Room printers and copiers.
2. Serve as back-up for front desk reception and administrative duties during breaks and absences.
  - On a daily basis, relieve the Receptionist during morning, lunch and afternoon breaks.
  - As needed, handle the reception and administrative responsibilities of the Receptionist during absences.
  - Responsibilities of the Receptionist include but are not limited to:
    - Answer phone and route calls to appropriate party in a timely and professional manner.
    - Greet visitors in a warm and professional manner promptly notifying appropriate people of guest's arrival.
    - Ensure Lobby is clean and free of trash notifying Custodial Services as needed.
3. Manage inventory of stationery and paper supplies.

- Ensure adequate supply of all stationery items is maintained at all times.
  - Notify Marketing/Purchasing Departments when an individual stationery supplies meet minimum supply levels.
  - Assist in the determination of appropriate minimum supply benchmarks for each stationery item.
  - Upon request by department personnel, coordinate distribution of stationery supplies as directed.
  - Process inter-office supply requisitions to charge department accounts for inventory purchases in compliance with organizational policies and procedures.
4. Assist with sorting and delivery of mail as needed.
- Sort mail to be delivered by recipient departments as needed due to absences.
  - Deliver mail to recipient departments as needed due to absences.
4. Assist Accounting and other departments on special projects as needed.

**COMPETENCIES:** To perform the job successfully, an individual must be able to organize, prioritize and plan work activities and manage competing demands to work effectively in a fast-paced environment. Must react well under pressure and maintain strict confidentiality. Strong customer service skills and ability to deal with difficult situations in a professional and diplomatic manner with all levels of the organization.

**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.

- Two years of experience in an office environment or equivalent combination of higher education and experience.
- Superior customer service and communication skills responding promptly to customer needs and requests for service and assistance in a professional manner.
- Strong attention to detail to ensure quality and integrity of work.
- Ability to interpret and fulfill instructions furnished in written or oral form.
- Ability to develop processes to ensure integrity of work.
- Strong organizational skills.

**COMPUTER SKILLS:** To perform this job successfully, an individual must have extensive experience utilizing technology systems in their daily work responsibilities.

- Basic knowledge of Microsoft Word and Excel required
- Typing and 10-key by touch skills required
- Experience with office equipment required

**CERCIFICATES, LICENSES AND REGISTRATIONS:** None required.

**OTHER QUALIFICATIONS:** Must be able to work overtime.

**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.

The employee is frequently required to sit and use hands while performing the duties of this job. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or smove boxes of records or files weighing up to 25 pounds. Specific vision abilities required by this job include close vision. Must be able to converse with staff members, and students.

**WORK ENVIRONMENT:** The work environment characteristics described here are typical of an office job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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 at all locations, and to work with administration in the attainment of the College's missions and goals.