

# 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:** Purser Center Event Associate I (need 2 part time 15-20 hours per week)

**SUMMARY:** Coordinate arrangements for holding meetings and other gatherings on behalf of a campus unit. Usually includes providing assistance in scheduling and planning the event, reserving a location, arranging for meeting support services and follow-up. Meeting facility utilized may be unit based or at other locations, on or off campus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and other duties as assigned.

- Confer with event clients to determine scope and overall objectives associated with an event.
- Based on client needs and facility availability determine resources required and prepare event schedule.
- Make necessary facility reservations.
- Arrange for any catering requirements, facility set-up, parking, security, etc.
- May coordinate promotional/publicizing efforts in conjunction with event.
- May prepare and administer event directives and maintain associated records.
- Conduct follow-up to determine adequacy of services provided in support of event.
- May supervise the execution of events.
- Perform related duties as assigned.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the ability to respond to requests for service and assistance. Must be a proactive self-starter with the ability to work independently, have own vehicle to attend events outside of Logan University. Must have good attention to detail and be thorough in reviewing own work. Must have the ability to set priorities, solve problems, and be resourceful under pressure. Must have good basic communication skills and be able to give and welcome feedback. Must be able to balance team and individual responsibilities and be willing to ask for and offer help when needed. Must treat others with respect and consideration regardless of their status or position. Must be consistently at work on time and complete work in a timely manner.

**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 essential functions.

Preferred Education: Technical School Diploma, Associate Degree or two years of college coursework; two to three years related experience in hospitality or related and/or training; or equivalent combination of education and experience. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Basic Skills: Ability to add, subtract, multiply, and divide using whole numbers, fractions, and decimals. Intermediate Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses and Registrations: Driver's License

Computer Skills: To perform this job successfully, an individual should have knowledge of spreadsheet software and word processing software.

**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 use computer, and stand and walk to file papers. Must talk and hear to work with students, staff, faculty, administration, clients, vendors and others. The employee is regularly required to use hands to fingers and reach with hands to work on computer and to handle paperwork. Must lift items up to 25 pounds. Specific vision abilities required by this job include close vision to work on computer.

**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.

While performing the duties of this job, the employee is exposed to normal indoor office conditions. The noise level in the work environment is usually moderate. During actual events, the work environment may become loud and the Auditorium may be dark.

**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.

