

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

Financial Aid Advisor/New & Continuing DC Student Coordinator: Full-time

SUMMARY: Serves as the primary contact for prospective DC students concerning their applications and award notifications by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Counsel prospective students and their families regarding financial aid eligibility and debt management.
- Assist with counseling current students on availability and eligibility of financial aid.
- Maintain and update prospective DC student files.
- Upload into PowerFaid all ISIR, direct loan, and Pell files through EdConnect.
- Review all incoming ISIR's, C-codes and rejected ISIRs.
- Verification of student files selected by the federal processor.
- Determine eligibility and financial need and award aid in accordance with federal regulations and institutional policy for new DC students. Assist with returning students as needed.
- Verify completeness of incoming DC student files.
- Provide weekly updates to Admissions on prospective DC students through weekly meetings and weekly report updates.

- Electronically transmit/correct Student Aid Reports through PowerFacts and EdConnect.
- Process alternative/private loans via Fast Choice.
- Serve as the main financial aid presenter to meet with students and their families during Logan's campus visit programs.
- Provide customer service to all students, regardless of program, and follow through on issues for resolution.
- Participate in SLICE and Saturday recruitment activities.
- Perform other job related duties as assigned by the Associate and/or Director of Financial Aid.

COMPETENCIES: To perform the job successfully, an individual should have strong student/customer service skills, planning/organization skills, oral and written communication skills, and problem solving ability. Must be detail oriented and be able to pay close attention to detail. Must be flexible to coordinate multiple duties at the same time.

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's degree from four-year college or university; plus two years related experience and/or training in higher education or financial aid; or equivalent combination of education and experience. Must have intermediate level of language skills in order to read, and write reports and procedure manuals. Must have intermediate math skills, including ability to calculate interest. 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, or diagram form.

Computer Skills: Some computer knowledge required - Spreadsheet and Word Processing software. PowerFacts and PowerCampus experience preferred.

Certificates, Licenses, Registrations: None required.

Other qualifications: Ability to work overtime occasionally on evenings or weekends.

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 hands to type on computer and to handle papers, files, staplers, etc. Must regularly reach with hands and arms for documents and files. Must regularly talk to and hear students, staff and other business contacts in person or on the phone. The employee is occasionally required to climb and balance and to stoop or kneel to reach into cabinets for files and supplies. The employee must occasionally lift and/or move files and boxes of printed materials weighing up to 10 pounds. Specific vision abilities required by this job include close vision to see computer and to read forms and instructions.

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 generally characteristic of a normal office environment. The noise level in the work environment is usually moderate due to office machines, computers, telephones and light traffic. Must be able to occasionally work with several conversations going

on at once.

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.