

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.

External Relations Coordinator of College and Transfer Enrollment

This role assists in achieving enrollment and recruiting goals, and students for Logan University by establishing and maintaining strong relationships with prospective students, college/university representatives, and alumni. Logan University seeks to recruit students who are interested in the University's mission and possess the academic, social and co-curricular skills required to acquire a degree from Logan University. As a member of the Admissions Department, the employee will travel and work with prospective students, Logan alumni and staff by performing the following duties:

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Recruit students by representing the University at Community College visits, college fairs, and other programs throughout the country and occasionally internationally.
- Establish relationships with advisors and other school officials to promote the internship program and all academic programs to prospective students.
- Responsible for developing a Transfer Receptive Culture between Logan University and community colleges, both locally and nationally, positioning the College as a premier transfer destination.
- Develop overall recruitment strategy that maximizes exposure to prospective students
- Organize off-campus recruitment events including presentations and student dinners
- Establish relationships and work with Logan alumni in order to work in partnership with prospective students
- Manage special projects as determined by the leadership
- Perform other related duties as assigned.
- Travel 80%

JOB EXPECTATIONS:

- Ability to travel up to 80% of the time
- Ability to work evenings and on occasions, weekends

COMPETENCIES: To perform the job successfully, an individual should have excellent communication, presentation, and public relation skills. Must be flexible, have a positive attitude and be willing to fully participate in a team “problem-solving” approach. Must be able to plan all logistics of recruitment trips. Must be self-motivated, as most time, will be spent working independently.

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; with one to two years related experience and/or training. Must have a high level of language. Must have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Proficient in MS Office Word & Excel, and a working knowledge of a customer service management system.

Certificates, Licenses and Registrations: **Must possess a valid driver's license. Must possess valid passport or able to get passport upon hire.**

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. The employee is regularly required to sit, and is required to stand; walk, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds.

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 employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Normal safety concerns such as traffic, inclement weather, and long periods of driving may present themselves while traveling. To mitigate these, it is suggested to check the weather and route of your trip beforehand and allow time to make frequent stops during long trips.

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 perform other duties requested by his or her supervisor.