

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 International, Military and Articulation

SUMMARY: This role assists in achieving enrollment and recruiting goals, and students for Logan University by developing and implementing strategic plans to recruit active military, veterans, and International students. Coordinate the development and updating of articulation agreements, transfer equivalencies, and 3 + 3 agreements by liaising with on-and off-campus constituencies.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Collaborates with different departments as well as transfer representatives to set up new articulation agreements and transfer plans
- Maintains, updates and ensures the relevancy of articulation/transfer web page information.
- Cultivates effective working relationships and communications with college and university articulation/transfer representatives
- Develops and implements a strategic plan to recruit active military, veterans and International students to Logan University.
- Tracks and analyzes the effectiveness of marketing initiatives and admission activities.
- Conducts research to identify additional ways to reach targeted group and referral resources.
- Travels to regional sites to establish and maintain recruitment efforts.
- Maintain effective partnerships with partner organizations for international recruitment and international student support.
- Manage special projects as determined by the leadership
- Perform other related duties as assigned.

JOB EXPECTATIONS:

- Ability to travel up to 30% 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.