

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

Job Title: Student Accounts Representative

SUMMARY: Handle general clerical and bookkeeping responsibilities, cash receipts processing and maintenance of student accounts. Handle student inquiries regarding issues related to student account transactions.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Accept and record student payments to PowerCampus.
2. Maintain student accounts in PowerCampus including tuition assessments, payments, Financial Aid disbursement rosters and student refund checks.
3. Assist in the assessment of tuition and fees and review of student accounts to ensure accuracy of assessments.
4. Work with Financial Aid and Registrar's Office to ensure accuracy of student accounts.
5. Balance and post all PowerCampus batches on a daily basis.
6. Process VA billing and resolve all inquiries related to program to obtain approved funds. Upon receipt, post VA funds to student account in Powercampus.
7. Handle all inquiries related to student accounts.
8. Monitor student account balances taking necessary collection actions to ensure all account balances are paid in full.
9. Manage department petty cash fund including distribution of petty cash funds obtaining appropriate document for disbursement, certification of cash and back-up documentation on a weekly basis and reconciliation of cash drawer on a monthly basis.
10. Backup receptionist and copy room coordinator as needed during absences.
11. Perform other duties as assigned.

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 and with a sense of urgency in a fast-paced environment.
- Possess and exhibit strong customer service skills and ability to deal with difficult situations in a professional and diplomatic manner with all levels of the organization.
- Effectively deal with interruptions and react well under pressure.
- Maintain strict confidentiality of information regarding student accounts.
- Complete job responsibilities in an accurate, timely and thorough manner.
- Use discretion and independent judgment appropriately with respect to matters related to student accounts.

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.
- Strong focus on process improvement and ability to evaluate operations and offer suggestions for continual improvement.
- Ability to quickly adapt to change.
- Ability to work independently and show good judgment in handling student accounts

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
- Experience with business process management system preferred.

CERCIFICATES, LICENSES AND REGISTRATIONS: None required.

OTHER QUALIFICATIONS: Must be able to work overtime at start of each trimester on occasion.

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. Specific vision abilities required by this job include close vision. Must be able to converse with staff members, students and outside organizations.

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.