

# 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:** Human Resources Coordinator

**Date Open:** December 15, 2014

**Job Summary:** Full time/Exempt- 8:00am-4:30pm Monday – Friday

Coordinate day-to-day activities such as recruiting, orientation, benefits administration, tracking of FMLA, tracking annual performance evaluations and development plans, reconciling payments for HR accounts. Assist Director of HR with reports, documentation and other HR functions by performing the duties below (not an all inclusive list)

**Some responsibilities include:**

- Assist with recruiting efforts
- Conduct new hire orientation and set up new hires in ADP system
- Coordinate updates and changes of benefits administration including processing of COBRA payments.
- Prepare FMLA paperwork and track time off
- Update HR records, files and forms as needed
- Assist employees with general HR questions, issues and concerns

**Qualifications:**

Seeking a detail minded person with good organizational skills and strong verbal and written communication skills. Excellent customer service and interpersonal skills, ability to work independently and work well with others. Incumbent should also be very comfortable with use of a computer and have working knowledge of Windows,

Spreadsheet software and word processing. Experience with ADP or similar program is most desirable.

Bachelors degree plus 2-5 years of experience working in a Human Resources role.