



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: Office Assistant

Date Open: 8-18-2014

Hours: 8:00am-4:30pm Monday – Friday

Job Duties and Responsibilities:

Responsible for all facets of clerical support to administration and staff at the Alumni and Friends House. Must be able to maintain a high level of communication, excellent customer service and have the ability to be part of a cohesive team.

Some, but not all responsibilities include; maintain inventory of supplies to include alumni gifts; prepare provided copy for newsletters, brochures, booklets, certificates and flyers; enter raw data into computer for correspondence, reports and seminars; willing to learn and work with fundraising software; post accounts receivables and prepare deposits; set up and maintain files of correspondence, reports and miscellaneous documents.

Competencies/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 comfortable with use of a computer and have working knowledge of Windows, Spreadsheet software and word processing. Database software experience and desktop publishing experience is preferred. High school diploma or GED or one-three months of related experience or combination of education and experience is needed.