



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: Administrative Assistant

Department: Human Performance Center (BioFreeze)

Hours: 8:30am-5:00pm

Overview of Position:

Provide administrative duties and support to the Director of Sports and Rehabilitation (BioFreeze) by maintaining all master's internship paperwork, maintain and direct all communication between site supervisors and internship director, as well as maintaining all MS internship files for academic standing. Provide resources, quotes and initiation of requisition for the procurement process.

Some Responsibilities include:

- Prepare daily and weekly agenda and schedules for resident and director meetings.
- Coordinate director and resident's travel and recruiting schedule.
- Maintain, update and organize internship faxes, staff and faculty schedules, and director's emails and telephone communication.
- Prepare weekly reports.
- Coordinate and maintain all Masters Internship paperwork.
- Prepare residents grading forms for director each trimester.
- Prepare resident Modules for Certification.

Qualifications and Competencies:

- Minimum of an Associate's degree, plus 2-5 years of experience.
- General knowledge of computers including word processing and spreadsheets.
- Good interpersonal and written communication skills.
- Strong project management skills and be able to complete assignments on time.

- Be able to work well under pressure.