



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: Dean of Students

Overview of Position:

The Dean of Students provides management, vision and leadership for all student affair programs and services to the University. The Dean is responsible for day to day management of the following services or areas: Career Development, Wellness Center, Testing Services, Student Tutoring, Counseling and Psychological Services, Student Life, New Student Orientation, Clubs and Organizations, Student Doctor's Council and Disability Services. The Dean serves on the Enrollment Management Leadership Team and is responsible for leading strategic planning efforts to empower students to develop knowledge, skills and abilities necessary to maximize their own potential in a way that supports academic success, professional growth and development.

Responsibilities include:

1. Works in collaboration with the Vice President of Enrollment Management, Vice President of Academic Affairs and Academic Deans to facilitate the educational and institutional mission and goals of the University.
2. Supervises Associate Dean of Students, Director of Counseling and Psychological Services, Director of Career Development, Director of Wellness Center and an Administrative Assistant who supports Student Affairs.
3. Develops and administers the annual budget for Student Affairs.
4. Responsible for disciplinary process and procedures rendered through Professional Committee hearing and/or Student Affairs. Review, update and implement code of student conduct in collaboration with appropriate faculty, staff and students.
5. Provides broad oversight to student organizations and their activities, leadership development opportunities, both on and off campus.
6. Works with the academic deans, directors, faculty and staff to identify and intervene with

- students experiencing academic and personal difficulties.
7. Promotes programs and practices that encourage campus wide diversity.
 8. Oversees the publishing of the Logan University Student Handbook.
 9. Represents student's interests on campus-wide committees and task forces.
 10. Responsible for the administration and management of new student orientation programs.
 11. Serve as Title IX coordinator and responsible for the development, implementation and monitoring of meaningful efforts to comply with Title IX legislation, regulation and case law.
 12. Other duties as assigned that supports overall strategic efforts of Logan University. Must be able to occasionally work evenings and weekends and periodic travel for conferences, meetings and/or events.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate excellent leadership management skills and ability to manage project team activities. Must have excellent interpersonal skills, oral and written communication skills and be an effective team oriented leader. Knowledge of current issues in student affairs and ability to improve student experience, satisfaction and retention is essential.

QUALIFICATIONS:

The Dean of Student Affairs will have a Master's Degree in appropriate academic discipline and at least 5 years of relevant experience in Student Affairs or related area. They will have a successful record of management, budgeting, planning and development of student programming.

The successful candidate will have demonstrated experience in student affairs in higher education environment, through knowledge of current practices and theories in student affairs/development, outstanding writing and presentation skills, sound decision-making, analytical and problem-solving skills, the ability to effectively handle multiple tasks in a fast-paced environment and a strong commitment to student advocacy, quality service, inclusiveness, collaboration and ensuring the optimal student experience.

Computer skills: To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software.

Other Skills and Abilities: Prefer familiarity with Chiropractic/Medical terminology