



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: Executive Assistant

SUMMARY: Coordinate support to the Enrollment Management Department by performing the following duties:

SOME RESPONSIBILITIES INCLUDE:

Provides administrative support and coordinates activities for the Enrollment Management Division.

- Assist in supporting enrollment management initiatives.
- Assist with brand management and marketing initiatives that support the overall framing and marketing efforts of Enrollment Management and Logan University.
- Work in conjunction with the communications team to support initiatives with Logan's customer relationship management system including email campaigns, reporting and troubleshooting.
- Oversee daily office initiatives: email, filing, phone calls, appointments, fax/scan documents and other correspondence.
- Manage daily schedules, meetings, events, conference calls, travel, etc. for the vice president of enrollment management.
- Develop professional correspondence on behalf of the vice president and the division of enrollment management such as executive reports, PowerPoint presentations, letters of recommendation and memorandums
- Oversee and organize departmental budgets for departments reporting to the vice president of enrollment management. Assist with establishing budgets, comparing expenses and reading budget sheets.
- Work in conjunction with other departments to assist with miscellaneous campus events – seating, greeting, programs, registration and food.

COMPETENCIES: To perform the job successfully, an individual should be able to maintain a positive attitude and work with a diverse population. An organized self-starter with strong problem solving skills, who values cross-functional team collaboration. Organized, efficient and

resourceful, effective communication/interpersonal skills and excellent time management abilities. Must be able to deal with competing demands and adapt to changing priorities.

QUALIFICATIONS: Bachelor's Degree (preferred) plus two years related experience and/or training; or equivalent combination of education and experience. Must have ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Must be proficient with Microsoft Office software programs.