



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: Financial Aid Advisor

Date Open: January 5, 2015- Full time exempt position

Summary:

The Financial Aid Advisor will be responsible for Logan University's participation in the federal loan program, federal work-study program and serves as a primary contact for continuing Doctor of Chiropractic students.

Job Duties and Responsibilities:

- Administer federal loan program ensuring program integrity and compliance with all federal, state and institutional regulations and policies.
- Work closely with Director and Associate Director to manage electronic processes for all loan programs, including transmission of loan data files with the Department of Education and EdConnect, NSLDS transfer monitoring and issue resolution.
- Coordinating all aspects of loan process from certification or origination to disbursement of funds. This includes, but is not limited to, updating loan periods and disbursement dates.
- Administer Federal Work-Study program to comply with federal and college regulations.
- Counsel prospective students when the New Student Coordinator and the Perkins Loan coordinator are not available.
- Prepare exit counseling packets for students graduating or withdrawing.

Competencies/Qualifications: To perform this job successfully, an individual should have strong student/customer orientation, planning/organizational skills, oral and written communication skills and problem solving ability. Must be flexible to coordinate multiple duties at the same time.

- Bachelor's degree plus two years of related work experience
- Intermediate math skills with the ability to calculate interest
- Strong computer skills required, spreadsheet and word processing software experience preferred.
- Experience with PowerFacts preferred
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to work overtime occasionally on evenings or weekends.