

LOGAN UNIVERSITY



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: Front of House Manager

Date Open: January 2015

Job Summary: Part-time/As Needed, approximately 15 hours per week, Non-Exempt

Front-of-House operations during events held at the Purser Center (on-site Event venue). Some duties include; patron services, concessions, guiding volunteer ushers, maintaining cleanliness, safety and professional appearance of the House and communicating with the Purser Center Technical Director to effectively and efficiently host a show. The Front of House Manager is responsible for ensuring that guests have a safe, relaxed and pleasant experience at the Purser Center.

Some responsibilities include:

- Oversee ushers, Logan custodial staff and contracted security, caterers and other vendors to ensure Logan University rules and standards are upheld.
- Coordinate with Logan Security Guard to resolve any campus issues potentially created by Purser Center guests.
- Coordinate performance pre-show, show and post-show activities with Purser Center Technical Director.
- Compile information necessary for Director after each event.

Qualifications:

Bachelors degree preferred; minimum of 2 years related experience.

Ideally seeking candidates who have the following capabilities:

- Maintain a professional attitude and image to assure highest level of customer service to clients and guests of Purser Center.
- Manage several responsibilities at once and ability to thrive in stressful situations
- Willing to work non –traditional work hours including nights, weekends and 12 hours shifts.
- Use diplomacy when dealing with public.
- Ability to effectively present information.