

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: Assistant Director of Admissions – College of Health Sciences

Overview of Position:

Summary: The Assistant Director of Admissions – College of Health Sciences provides leadership, continuity, and focus to recruitment of students for the programs within the College. The position requires comfort in recruiting traditional campus, as well as online students. The Assistant Director must be comfortable in a fast-paced, changing environment and be willing to move quickly to adapt as new programs are implemented. Facilitates recruitment of students from the inquiry phase through matriculation, while meeting the goals outlined the strategic plan.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Responsible for overall management of inquiries and applicants for CoHS programs.
2. Provides training and ongoing coaching for assigned staff of admissions coordinators, focusing on best-practices in recruiting online students to undergraduate, graduate and doctoral level programs as well as on-campus students.
3. With the assistance of the Director, prepares and executes recruitment plan for assigned programs.
4. Monitors and manages performance related to enrollment conversions, aligning performance with the University's strategic plan. Prepares weekly analysis and reporting on CoHS programs enrollment funnel.
5. Coordinates with Marketing to implement best practices to generate necessary levels of inquires for programs within the College.
6. Provides cross training Admissions Office personnel on CoHS program offerings.

7. Performs general trouble-shooting and contributes to the ongoing improvement of admissions-related processes.
8. Participates as an integral member of the Admissions team by assisting with application review, transcript evaluation, compilation of information for reports, and other items deemed necessary for proper office operations for assigned programs.
9. Works as a part of the Admissions management team and is dedicated to reaching University wide enrollment goals
10. Performs related responsibilities as required by the Director of Admissions.

COMPETENCIES: To perform the job successfully, an individual should have knowledge of the general principles of enrollment management, particularly for online undergraduate and graduate level students. Individual should also possess data base management skills with good interpersonal and written communication skills, including negotiation and presentation skills. Must be concerned with educational goals of students. Must possess excellent leadership skills and be pro-active, enthusiastic, and dynamic. Must be willing to travel, be a problem-solver, and be able to meet specific high-level progressive goals.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's degree required. Master's degree preferred. Two years of experience in an assistant or associate director in an institution of higher education offering courses in an online environment is essential.

Ability to coordinate and lead special projects.

Ability to think strategically and build and execute recruitment plans.

Requires comfort with ambiguity and change.

Ability to develop, recommend and implement institutional policies and procedures germane to the functional areas assigned to this position.

Certificates, Licenses, Registrations: None required, but desired.