

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 doctorate, master's degrees and bachelor's degrees that are accredited by the Higher Learning Commission of North Central.

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 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: Coordinator/Copyroom

SUMMARY: Schedules all in-house printing requests, on the Copy Room copiers submitted to the GSS Department for photocopying and updates tests for the faculty

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following and other duties as assigned.

- 65% Schedule all in-house requests submitted to the department for photocopying and processes and photocopies those requests according to departmental procedures.
- 5% Provide necessary assistance to faculty and staff about their photocopying needs and questions.
- 3% Bind print material into booklet format as requested.
- 5% Keep daily, weekly, and monthly logs of photocopier activities and forward a copy to the Purchasing Department
- 2% Call the appropriate vendor to schedule repairs and preventive maintenance on the photocopiers in the GSS area.
- 15% Perform the duties of the Receptionist/Switchboard Operator in his or her absence. (See job description for Receptionist/Switchboard Operator)
- 5% Perform the duties associated with the graduation rehearsals and ceremonies as assigned by supervisor.

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 essential functions.

Education and/or Experience: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos.
Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Basic Skills: Ability to add, subtract, multiply, and divide using whole numbers, fractions, and decimals.

Reasoning Ability: Intermediate Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk and to talk or hear. The employee is regularly required to use hands to fingers and reach with hands and arms and to lift items up to 50 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.