

# 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](http://www.logan.edu).

**Interested candidates please send resume to: [resumes@logan.edu](mailto:resumes@logan.edu)**

**Job Title:** Lab Assistant for the Basic Science Department

**Date:** September 2015

**Status:** Full Time

**Positions Supervised:** None

**Summary:**

Logan University lab assistants are responsible for assisting the lead faculty in the laboratory setting that compliments the lecture portion of basic science courses. Lab assistants will prep the laboratory to the specifications of the lead faculty, provide laboratory support of learning activities that support student attainment of the stated outcomes and objectives of the course, program and university. The Lab Assistant role encompasses learning facilitation, professional development, and institutional service under the supervision of the lead faculty and the division chair. Lab Assistants support and promote a culture of learning consistent with the mission, vision, and values of the university. Lab assistants work with laboratory chemicals and cadaverous materials including but not limited to full cadavers.

**Principle Duties and Responsibilities:**

1. Fostering a learning centered community consistent with the mission, vision, and values of the institution and the college under the direction of the lead faculty.
2. Ability to assess university, program, and course level goals and outcomes.
3. Accountability to students, self, and administration with respect to quality in education.
4. Incorporating current profession information into class presentations.
5. Coming to class prepared and on time, using class time effectively and maintaining professional conduct in the classroom.
6. Preparing an updated syllabus prior to the beginning of courses according to the standard Logan University format. All information (course objectives, reading assignments, testing, grading, etc.) contained in the syllabus must be clearly stated and not ambiguous. All administrative and classroom deadlines must be met.
7. Refraining from making pejorative statements regarding the university, fellow faculty or staff personnel in the presence of students or patients.
8. Working collaboratively with academic and student affairs to provide academic advising and counseling of students
9. Hold at least one tutoring hour per week per course to proactively assist students

- with laboratory components
10. Under the supervision of the lead faculty person, prepare assessments that have sound instructional value with accurately measured and well-defined objectives. Evaluation should not be ambiguous and should appropriately represent the information presented in the course.
  11. Under the supervision/direction of the lead faculty person, prepare specimens prior and during lab activities; may include, but not limited to the dissection of human cadavers.
  12. Provide formative and summative feedback on assessments as directed by the lead faculty person.
  13. Establishing and maintaining a classroom atmosphere conducive to learning.
  14. Comfortable and proficient in online course instruction.
  15. Responsible to treat colleagues, staff, and students in a professional manner.
  16. Provide positive support of lead faculty and the university in general.
  17. Participation in faculty meetings, workshops and college ceremonies.
  18. Participate in professional development and institutional service.
  19. Working knowledge of continuous quality improvement
  20. Accountable to report to the lead faculty member and Program Director if he/she will be absent or unable to attend the class.
  21. Notifying appropriate Logan personnel of damage to Logan property. Should report problems that affect any aspect of the university to the program director or appropriate department.
  22. Read, understand and follow all Faculty Handbook information and policies.

**Qualifications:**

Minimum of a master's degree in anatomy with preference to those candidates with gross anatomy experience; one to two years of teaching experience in higher education or equivalent combination of education and experience.