

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

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

**Job Title:** College of Health Sciences – Nutrition & Human Performance MS Program

**Date:** March 2016

**Status:** Full Time Exempt

**SUMMARY:** This position provides instructional support for courses in the College of Health Sciences programs. The duties include, but are not limited to the development of syllabi, course materials, assessment of student learning outcomes, participation on thesis committees as well as instructional responsibilities. College and University service are also expected.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Incorporating the mission of Logan University into college, program and course learning objectives, focusing each course experience on student learning.
2. Accountability to students and administration with respect to quality in education.
3. Incorporating current profession information into course learning experience.
4. Administer courses in a prepared and timely manner, meeting deadlines for course and student interactions. Maintain and exemplify professional conduct in course and student interactions.
5. Preparing an updated syllabus prior to course posting according to the standard Logan University format. All information (course learning objectives, reading assignments, testing, grading, etc.) contained in the syllabus must be clearly stated and not ambiguous. All administrative and course deadlines must be met.
6. Practice collegiality: Refraining from making pejorative statements regarding the university, fellow faculty or staff personnel in student interactions or course discussions.
7. Academic advising and counseling of students maintaining regular office hours.
8. Preparing tests that have sound instructional value with accurately measured and well-defined objectives utilizing appropriate levels of Bloom's Taxonomy. Evaluation should not be ambiguous and should appropriately represent the information presented in the course.

9. Establishing and maintaining a course atmosphere conducive to learning.
10. Comfortable and proficient in online course instruction.
11. Responsible to treat colleagues, staff, and students in a professional manner.
12. All courses should have a required course text or based on published science literature unless exempted by the administration.
13. Participation in faculty meetings, workshops and university ceremonies.
14. Accountable to report to the Program Director if he/she will be absent or unable to fulfill responsibilities.
15. 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.
16. Read, understand and follow all Faculty Handbook information and policies.
17. Other instructional duties as assigned by program director or the Dean.

**COMPETENCIES:** To perform the job successfully, an individual must be dependable and have good inter-personal and communication/organization skills and the ability to interact effectively with students, faculty, and staff.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Listed below are the knowledge, skills, and/or abilities required for this position, as well as the Physical Demands and Work Environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum of a doctorate degree as required in appropriate field; plus five years of experience; or equivalent combination of education and experience. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Basic math skills required. Ability to define problems, collect data, establishes facts, and draw valid conclusions.