

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: Director of Basic Science

SUMMARY:

The director provides administrative oversight and supervision of all aspects of basic science courses across the university system. The director is responsible for the management of course outcomes; program outcomes related to the basic science curriculum; faculty hiring, training, and supervision; management of student issues related to core basic science course work; and the implementation and management of program effectiveness plan.

The Director is responsible for ensuring courses, faculty, and students meet program expectations, goals and outcomes; fulfill all regulatory requirements; fulfill all strategic goals; and work towards continuous quality improvement in everything he/she does.

The Director is responsible for mentoring basic science faculty to be leaders in their field and on campus consistent with the mission, vision, and values of the university.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Facilitate the transformation of students to competent, compassionate, culturally sensitive, individuals who understand the application of the basic sciences to health science professions through practical application in curriculum design and support and mentoring of faculty.
2. Responsible for the design, development, implementation, and assessment of the basic science curriculum.
3. In consultation with the Dean, recruit and retain quality Basic Science faculty including but not limited to maintaining an adequate adjunct faculty pool.
4. In partnership with the Deans; design, develop, and implement new faculty orientation and ongoing all faculty development opportunities.
5. Create equitable faculty loads in alignment with the Faculty Handbook.
6. Cultivate a learning centered environment through faculty evaluation and development that supports dynamic and engaging classroom experiences, research and scholarly activities, and service that enhance student learning and advance the chiropractic profession.

7. Help faculty create professional development plans that foster their growth toward their short term and long term goals and evaluate them annually to help assess their growth toward those goals and their fit with the university and program mission, vision, and values.
8. Ensure strong two-way communication between the faculty and administration to foster a positive working environment and a positive learning environment for students.
9. Provide leadership, oversight, and mentoring of faculty related to faculty/student conflict resolution.
10. Participate in college level strategic planning and budgeting.
11. Teach up to six credit hours per trimester, as requested by the Dean.
12. All other duties as assigned.

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. The individual must work well under pressure and be flexible when working with a team. Must have the ability to exercise discretion in dealing with confidential or sensitive matters, and be able to deliver difficult messages with diplomacy and tact. Must be confident and able to work on own initiative and with limited supervision.

Have a collaborative spirit, and the ability to hold individuals accountable in a professional and supportive environment. Have a desire to create and sustain a culture of student success and satisfaction. Able to demonstrate the knowledge and ability to mentor faculty in the art of student engagement through the use of best practices. Have a desire to create something new while developing an existing talented and eager team.

Must have the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Have the ability to write reports, business correspondence, and procedure manuals. Effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Define problems, collect data, establishes facts, and draw valid conclusions.

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.

Doctorate degree required. Specialized training at the masters level or higher in higher education or quality improvement preferred. An understanding of basic science education, faculty engagement, and student success best practices. At least five years' experience teaching in higher education or equivalent combination of education and experience.

Computer Skills: To perform this job successfully, an individual should have general knowledge of computers including word processing and spreadsheets.

Certificates, Licenses, Registrations: Required as appropriate to degree possessed.

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 sit and to use hands to type on computer, operate office equipment and handle books, files, documents, etc. Must be able to talk and hear to answer phones and when assisting others. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, and to stoop or kneel. The employee must occasionally lift objects weighing from 10 – 30 pounds and possibly up to 50 pounds. Close vision needed to use computer. Must have distance vision and depth perception for safety purposes.

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 work environment in this position is characteristic of a normal office environment. The noise level in the work environment is usually moderate.

NOTE: This job description in no way states or implies that these are the only duties to be performed the employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

An employee is expected to assist and provide coverage for coworkers during peak periods, vacation days or sick days.