

# 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 baccalaureates 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:** Student Involvement Coordinator

**STATUS:** Full-time; Exempt

**SUMMARY:** Under general direction, the Student Involvement Coordinator will support and encourage student involvement and activities at Logan University to cultivate a vibrant campus life, nurture student leadership development, and assist in student transitions.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Plan, promote, and manage a broad spectrum of campus activities and programs; advise and assist student groups in coordination of student activities and events
2. Facilitate a mentoring program for incoming students
3. Provide support to student organizations in all areas, including club development, training and awareness of club resources and responsibilities, processes for student activities and funding
4. Provide support and training to student organization advisors
5. Assist in developing, editing, and enforcing policies that affect student organizations
6. Sponsor and advise student clubs and organizations including maintenance of officer list, membership list, and updated charters.
7. Serves as administrator for LoganConnect, a CampusLabs student engagement platform; coordinates and provides training for student organization use of LoganConnect.
8. Assist with Logan Student Government activities and college student events, including coordination of Club Day and Distributor's Day
9. Assist with the coordination and implementation of new student orientation
10. Collect and analyze data related to program improvement
11. Other duties as assigned

**COMPETENCIES:** To perform the job successfully, an individual should possess strong organizational skills, have excellent listening, communication and planning skills, exercise sound judgment and decision making, have the ability to communicate effectively both orally and written, be detail oriented and have the ability to adapt to change and work in a fast-paced work environment. Must react well under pressure and maintain strict confidentiality and possess strong customer service skills. Working knowledge of relevant state and federal laws including FERPA, ADA, Title IX, VAWA, etc. is strongly preferred.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

- Minimum of Master's degree required with related experience
- Knowledge of higher education processes, policies, protocols and procedures
- Understanding and ability to work within the mission of the University
- Ability to focus on priorities, strategies, and vision
- Ability to use discretion and maintain confidentiality
- A commitment to professional development
- Experience in working within a highly collaborative manner in order to achieve results that are significant in scope; this includes the ability to multi-task with demanding time frames
- Demonstrated ability to learn quickly, reason, synthesize and generalize based on information obtained
- Commitment to continuous quality improvement and the ability to change as needed.
- Commitment and a well-developed understanding and appreciation for diversity, including appreciation for cultural, ethnic, racial, sexual orientation, religious, and individual differences, and commitment to cultivating a positive campus environment for all
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Certificates, Licenses and Registrations:** None required.

**Other Qualifications:** Must be able to work evenings and weekends occasionally.

**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 frequently required to talk or hear, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds in order to move supplies, reach for files, and lift light boxes when sending information and materials, or in preparation for special events. 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 work environment in this position is characteristic of a normal office environment. The noise level in the work environment is usually moderate.

**NOTE:** The 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.