

# 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)

Full time: Student Transition Coordinator

**SUMMARY:** The student transition advisor is responsible for assists prospective students who are transitioning into Logan University. The student transition advisor acts as the main line of communication between the University and the student upon the student being conditionally/fully accepted with the University. The student transition advisor works closely with Admissions to ensure accepted students are retained and have an obstacle-free transition into Logan University.

The student transition advisor assists with the Slice of Logan, Campus Visit and the Student Ambassador Programs. In addition, the student transition advisor will assist students with housing and other needs related to their transition to the university to make all accepted students (and their families) feel a part of the Logan community.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Build and maintain strong relationships with potential students and parents by maintaining contact with prospective students from full/conditional acceptance through enrollment.
- Provide guidance, resources and tools to assist in the students' relocation to the area
- Recruit for and support student attendance at a variety of welcome meetings and orientation
- Identifies, establishes, and maintains positive relationships with local apartment and housing complexes
- Participate in creating and developing marketing plans designed to achieve the University's enrollment goals.
- Liaison in creating collaborative planning and follow-up with Admissions Coordinator in identifying additional resources and materials of student request as it relates to the admissions process.
- Perform other related duties as assigned.

### KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of admission terminology
- Interpersonal/human relations skills
- Verbal and written communication skills
- Planning and organizational skills
- Basic research skills
- Have a high level of energy and enthusiasm
- Positive attitude

- Creative mindset
- Ability to operate personal computer with various software programs
- Ability to learn and apply institutional policies and procedures
- Ability to maintain schedules
- Ability to demonstrate self-direction and motivation
- Willingness to travel/drive and work on weekends and nights

**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 the essential functions.

Bachelor's degree; with one year related experience and/or training. Must have a high level of language skills and a high level of math skills. Must have ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Proficient in MS Office Word & Excel and a working knowledge of a customer service management system.

**Certificates, Licenses and Registrations:** Must possess a valid driver's license

**Other Qualifications:** Must be able to travel 30% of the time and work 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. The employee is regularly required to sit, and is required to stand; walk, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 10 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 work environment in this position is generally characteristic of a normal office environment. The employee is occasionally exposed to outside weather conditions. 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.