

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.

Admissions Coordinator

Full-Time, Non-Exempt

SUMMARY: Recruit students for Logan University by establishing and maintaining strong relationships with prospective students, college/university representatives, and alumni. As a member of the Office of Admissions, the employee will work with prospective students from the inquiry phase through matriculation to Logan by performing the following duties:

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Establish and maintain strong relationships with targeted student populations, alumni and college/university representatives. Specific tasks include, developing a regional marketing plan, contacting college advisors, articulation agreements, scheduling campus visit programs, etc. Travel for campus recruitment visits and presentations to pre-med./pre-chiro. clubs may encompass 50% of time. Includes sending out letters, announcements and flyers for upcoming events and the appropriate follow-up materials.
2. Help to coordinate on-campus visitations programs.
3. Initiate follow-up contact from student inquiry database. Working some nights and weekends is required.
4. Conduct prospective student interviews and tours.
5. Provide coverage in the admissions office as needed (including weekends). Attend and participate in weekly staff meetings. Help prospective students manage the admission application process. Assist with special events and open houses (will likely include evenings and weekends).

COMPETENCIES: To perform the job successfully, an individual should have excellent communication, presentation and public relation skills. Must be flexible, have a positive attitude and be willing to fully participate in a team "problem-solving" approach.

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; or one to two years related experience and/or training; or equivalent combination of education and experience. 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. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Certificates, Licenses and Registrations: Must possess a valid driver's license and be able to follow a road map, or have alternative means of transportation.

Other Qualifications: Must be able to travel 50% of the time and work nights 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. The employee is regularly required to sit, and is required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk and give tours of the campus that include but are not limited to the Anatomy Lab. 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.