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:** Purchasing/Graduate Associate

**Date Open:** 3-16-2015

**Overview of Responsibilities:**

Responsible for purchasing, leasing and/or renting of supplies, materials, and equipment for the University and Health Centers. Processing documentation for purchase orders. Prepare in taking inventory of items such as chiropractic tables.

Monitor and coordinate all activities associated with each graduation ceremony. Graduation is three times a year. Employee will assign graduation attire and assist in preparation of graduation booklet and awards ceremony booklet. Assist with each graduation rehearsal.

Serve as back-up for receptionist and copy room coordinator as needed.

**Competencies/Qualifications:**

**Minimum Qualifications:**
- Excellent Customer service skills
- Ability to maintain confidentiality
- Attention to detail
- High school diploma/GED
- Comfort level on computer with word processing and spreadsheets

**Preferred Qualifications:**
- Knowledge of Publisher software
- Bachelors degree or 6-12 months experience related experience