

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

Administrative Assistant

SUMMARY: The Administrative Assistant is responsible for providing administrative and secretarial support for the educational programs and the business operations of Logan University's Health Centers. The position operates within and supports Logan's Mission, Vision and Values and the individual must be committed to continuous quality improvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Creates and keeps current clinics reports necessary to manage the clinics business and the clinical education process (Services, revenues, interns' assessments, etc...)
2. Keeps records of each interns' progression in the clinic system.
3. Provides support in the preparation and administration of the clinic examinations.
4. Ensure that all clinic documents on the Logan Website are updated regularly and remain current.
5. Answers all customers' inquiries (students, employees or visitors) or directs them to the appropriate party.
6. Maintains supplies inventory and orders as needed, including the copy equipment.
7. Sorts and distributes the Health Centers mail.
8. Monitors office appearance, keeping neat and orderly.
9. Provides support to the clinic leadership team.
10. Records meeting minutes.
11. Perform all other duties as assigned.

COMPETENCIES: The position requires proficiency in Microsoft Office Suite (word, excel and power points) and the ability to create spread sheets, charts and graphs. Strong interpersonal skills and telephone etiquette, often in multi-tasking situations, is expected. To perform the job successfully, an individual must have strong organization skills and attention to detail is necessary, often while under pressure. The individual must be able to maintain confidentiality while speaking clearly and persuasively in positive or negative situations. The individual must also be able to

balance team and individual responsibilities, follow instructions and respond to management direction.

QUALIFICATIONS: 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.

Requirements:

- AA degree in business or five years of related experience and/or training.
- Good language skills.
- Strong basic math skills.
- Ability to solve practical problems and deal effectively with a variety of situations.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS: Well-versed in software function and data entry. Experience with patient Electronic Health Records software is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

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 use hands to type on the computer, handle paperwork, office tools, etc. Must frequently speak and hear to assist interns, patients and employees in face to face and telephone conversations. Must regularly sit to work on computer and do paperwork. Must occasionally stand, walk and reach up or down with hands and arms to access files. May need to lift or occasionally move office materials up to 10 pounds. Specific vision abilities required by the position include close vision for computer work and document reading.

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 busy academic health center. 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 at all locations, and to work with administration in the attainment of the College's mission and goals.