

# 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).

### **Administrative Assistant Alumni & Friends House Full Time**

**SUMMARY:** The Alumni & Friends House Administrative Assistant provides clerical support to administration and staff at the Alumni and Friends House by performing the duties listed below. Must be able to maintain a high level of communication, excellent customer service and have the ability to be part of a cohesive team.

#### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Responsible for answering telephone, screening and routing calls to appropriate staff and prioritizing messages with clearly written and verbal communication of messages, when appropriate, to supervisors and staff.
2. Assist with postgraduate programs and enter seminar information into student manager as needed.
3. Assist with all Alumni and Friends House activities and events i.e. guest lectures, alumni visits, etc.
4. Assist with Spring Symposium planning, set-up and on-site activities as needed.
5. Post State Board approvals as they are returned by each State Board for Symposium, Postgraduate continuing education Alumni & Friends House events and vendor seminars.
6. Process credit card information and post checks for Alumni & Friends House registrations for postgraduate, house events and Symposium.
7. Follow-up by phone for RSVP's or additional information for special events.

**REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The position requirements and work environment characteristics listed below are representative of the knowledge, skills, and/or abilities, and physical demands that are required to

perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Competencies:** To perform the job successfully, an individual should demonstrate accuracy and thoroughness and be able to monitor own work to ensure quality. Must be able to complete work in a timely manner, while managing competing demands. Must be able to follow instructions and respond to management direction.

**Qualifications:** High school diploma or general education degree (GED) and six months to one year of office experience; or equivalent combination of education and experience. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple instructions, short correspondence and memos. Ability to write simple correspondence.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Windows, Word Processing, and Excel Spreadsheet software and data entry skills.

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

**Physical Demands:** The employee is regularly required to talk and hear in order to take reservations over the phone. The employee is frequently required to sit and use hands to enter data on the computer, and to handle papers, paperclips, staples etc. The employee is occasionally required to stand, walk and reach with hands arms in order to maintain filing system, and pick up mail. Vision abilities required by this job include close vision to use computer and to read and write instructions and correspondence. Must occasionally lift stacks of paper and brochures weighing up to 10 pounds.

**Work Environment:** The work environment encountered while performing the essential functions of this job is characteristic of a normal office environment.

**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 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 University's missions and goals.

**Interested candidates please send resume to: [resumes@logan.edu](mailto:resumes@logan.edu)**