

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

**Job Title:** Library Assistant

**Date Open:** July 7, 2014

**Job Summary:** 2 Openings Available- Part time. Evenings and Weekends. Approximately 12-17 hours per week.

**Some responsibilities include:**

Provides basic reference assistance; including chat; checks materials in and out; assists with opening and closing the library; collects and enters circulation statistics onto spreadsheet; provides back up for computer lab and other staff members; retrieves and sends articles and other items requested by alumni; field doctors and for interlibrary loan; provides assistance with "In Touch " program; shelves materials and prepares cataloged materials for circulation.

**Qualifications:**

Excellent customer service and interpersonal skills, good organizational skills, ability to prioritize and plan work activities in order to deal with competing demands.

Comfortable with computer and basic knowledge of Microsoft Office (Word, Outlook, Excel)

High School Diploma or GED, library experience preferred.