

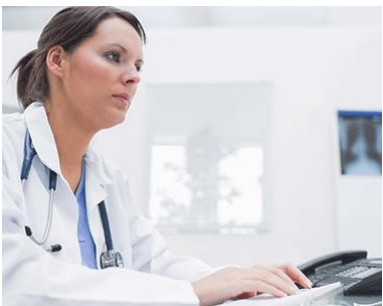


Position Profile

Executive Director of Admissions

August 2016

**LOGAN
UNIVERSITY**





THE INSTITUTION

Blending the perfect balance of tradition with innovation, **Logan University** is comprised of the College of Chiropractic and the College of Health Sciences. Established in 1935, Logan University is one of the largest and most respected chiropractic colleges in North America. While remaining grounded in chiropractic education, Logan continuously enriches academic options with degree offerings in health sciences.

Logan University graduates employ a holistic approach to health and wellness to meet the demand for less-invasive, lower-cost treatments and comprehensive care and lead the integrated health care industry. Through an innovative, outcome-based academic curriculum that emphasizes evidence-informed care, diverse clinical immersion opportunities, emerging technology and proven practices, Logan University graduates are trained, confident and prepared for the future.



Logan University:

- Empowers all community members and holds each accountable.
- Strives to maximize performance in others and itself.
- Is agile and innovative.
- Acts with respect, compassion and integrity.
- Promotes evidence-informed, learning-centered communities.
- Seeks and supports diversity in people, programs and ideas.
- Provides service to the University and to the local, state, national and international communities.



Location: Chesterfield, Missouri (St. Louis metropolitan area)

Logan's 112-acre wooded campus is located in Chesterfield, Missouri, a quiet residential suburb of St. Louis. 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.

THE OPPORTUNITY

The **Executive Director of Admissions** is a visionary leader with entrepreneurial, strategic and strong analytical skills charged with leading the admission efforts for the College of Chiropractic and College of Health Sciences. The Executive Director reports to the President and works with a variety of internal and external constituencies to create and implement differentiated and highly-personalized marketing and recruitment plans which take full advantage of available technologies and resourceful personnel to maximize enrollment. The Executive Director is responsible for setting the strategic direction and leadership in a data-driven, results-oriented admissions program that is consistent with the goals and mission of Logan University. The Executive Director serves as the University's enrollment officer which also includes the reporting line for the Office of Financial Aid.

Primary Responsibilities:

- Lead admissions team through hiring of staff, training, day-to-day supervision, regular meetings, professional development and regular assessment.
- Provide overall leadership in developing and enhancing internal policies and procedures to continuously improve the admission process.
- Lead in the development and implementation of Logan University strategic plan for the Office of Admissions and Office of Financial Aid.
- Set and manage all new student enrollment goals in coordination with the President and the President's Cabinet.
- Oversee communication, processing and relationship development processes for prospective students which result in the development of a broad prospective student pool.
- Routinely analyze data, both quantitative and qualitative, to shape enrollment priorities.
- Collaborate with the marketing department to coordinate recruitment/marketing initiatives and publication development.
- Create an Office of Admissions that is systematic, rigorous, highly strategic and fully accountable for its approach and execution.
- Leverage innovative solutions and technology along with traditional methods to improve market position in existing feeder markets and develop new markets.
- Identify and deploy strategies to leverage technology and enhancements to the Customer Relationship Management (CRM) software (Microsoft Dynamics).
- Participate actively in committee work and campus events along with state, regional and national professional associations.
- Manage departmental budget and office procedures ensuring compliance with University policies.
- Collaborate with academic affairs to ensure up to date product knowledge and positive and strong applicant communication that supports outstanding student retention and satisfaction.

Position Qualifications:

- Bachelor's degree in a relevant field required; Master's degree preferred.
- Minimum of five years of progressive responsibility in college admissions or related market development or recruitment setting.

- Previous supervisory experience highly preferred; strong commitment to staff development required.
- Experience integrating relevant technology into the recruitment process.
- Experience with strategic planning, communications planning and/or college marketing preferred.
- Working knowledge of effective budget management and program development and management.
- Superior oral and written communication, interpersonal and organizational skills.
- Demonstrated success building collaborative working relationships throughout a college community and with external audiences.

Why consider the opportunity?

- **Reputation:** Logan University is a premier chiropractic and health sciences educator, with enrollment exceeding 1,000 students. Logan enjoys debt-free status and has also been awarded federal grants for infrastructure, technology, and research.
- **Quality of work-life:** Logan University was named a 2014 Great College to Work For[®] by The Chronicle of Higher Education.
- **Culture:** Logan blends the perfect balance of tradition with innovation while being supported by a dedicated faculty.
- **Location:** The greater St. Louis area boasts low cost of living, excellent public and private schools, dynamic colleges and universities and a vibrant culture including varied sports, arts, dining and entertainment.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled.

Click the following link to apply and submit your CV/resume: [Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=7902859&portalID=5652>

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Logan University provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable state and local laws governing nondiscrimination in employment.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm with a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado and California. Summit brings precision, process, and passion to its work.

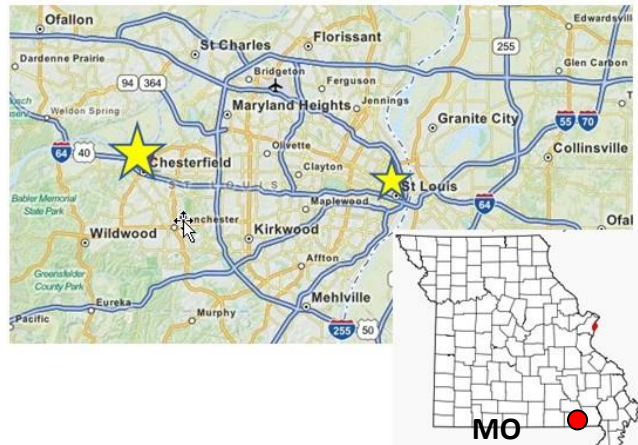


CHESTERFIELD / ST. LOUIS, MISSOURI

Chesterfield:

Chesterfield is located 30 minutes west of downtown St. Louis. With more than 47,000 residents, Chesterfield offers cultural and recreational opportunities – it is home to Faust Park and the Missouri Botanical Garden's Butterfly House.

Just minutes from campus, you'll be able to ride your bike to Queeny Park, take a lunch break at Whole Foods or go for a swim at the Jewish Community Center. There are restaurants, shopping and extracurricular activities in Chesterfield Valley.



St. Louis:

Logan's campus in Chesterfield puts you within just a few minutes of anything in the St. Louis area:

- **Gateway Arch:** St. Louis is known as the “Gateway to the West.”
- **St. Louis Sports:** This city boasts professional sports at Busch Stadium (St. Louis Cardinals Baseball) and the Scottrade Center (St. Louis Blues Hockey).
- **Forest Park:** 1,371 acres of land provides opportunities for bike riding, jogging, playing tennis and golfing. Education and relaxation can be found at the St. Louis Art Museum, St. Louis History Museum or St. Louis Science Center.
- **St. Louis Zoo:** One of the few free zoos in the nation. Free parking and free admission provides you with the prospect to see more than 19,000 wild animals on 90 acres.
- **Missouri Botanical Gardens:** Founded in 1859, the 79-acre Missouri Botanical Garden is the nation's oldest botanical garden in continuous operation and an oasis in the city of St. Louis.
- **City Museum:** This kid-friendly city museum provides 600,000 square feet of adventure and fun in an indoor/outdoor playground.



For additional information on Chesterfield / St. Louis, please visit:

The City of Chesterfield, www.chesterfield.mo.us

Chesterfield Chamber of Commerce, www.chesterfieldmochamber.com

Explore St. Louis, www.explorestlouis.com