



Position Profile

Program Director of Nutrition & Human Performance

Chesterfield, MO (remote office option)

October 2017

**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, which currently include two Bachelor's degrees, three Master's degrees, and a Doctorate of Health Professions Education degree.

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, 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.

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.

Note: The Program Director can work from the Logan campus in Chesterfield or has the option of working from a remote office and traveling to the campus as needed.

THE OPPORTUNITY

Logan's Master of Science in Nutrition and Human Performance is a thriving, innovative on-line program that has experienced exponential growth since its inception. The program is holistic in nature and aligns with ACEND'S Future Education Model. The College intends to add a Registered Dietician track to the program, allowing students to obtain this credential, and this Program Director will oversee this initiative over the next year and beyond.

The Program Director of Nutrition and Human Performance provides administrative oversight and supervision of the nutrition and human performance program. The Director is responsible for the management of program and course outcomes; developing and maintaining evidence informed curriculum; faculty hiring, training, and supervision; management of student issues related to the nutrition and human performance degree program; and the implementation and management of the program effectiveness plan.

The Program Director is responsible for ensuring courses, faculty and students meet program expectations, goals and outcomes; fulfilling all regulatory requirements; fulfilling all strategic goals; and working towards continuous quality improvement in everything he/she does.

Principal Duties and Responsibilities:

- Through the support and mentorship of faculty, facilitate the transformation of students into competent, compassionate, culturally sensitive individuals who understand how to translate theory into practice.
- Design, develop, implement and assess the program curriculum.
- Develop policies and procedures for effectively managing all components of the program and ensuring fair, equitable and considerate treatment of prospective and enrolled students (such as program admission, retention and completion policies).
- Support student recruitment, advisement, evaluation and counseling, as appropriate.
- Recruit and retain quality faculty, including but not limited to maintaining an adequate adjunct faculty pool.
- Design, develop, and implement new faculty and preceptor orientation and faculty development opportunities.
- Create equitable faculty loads in alignment with the faculty handbook.
- Cultivate a learning centered environment through faculty evaluation and development that supports dynamic and engaging classroom experiences, research and scholarly activities, and service that enhance student learning and advance the nutrition and human performance profession.
- Support faculty in creating professional development plans that foster growth toward their goals and evaluate them annually to help assess that growth and their fit with the University and program mission, vision, and values.
- Ensure strong two-way communication between faculty and administration to foster a positive working environment and a positive learning environment for students.
- Provide leadership, oversight, and mentoring of faculty related to faculty/student conflict resolution.
- Participate in department level strategic planning and budgeting.

- Develop innovative clinical opportunities for students and embed them into the curriculum.
- Consult with the Logan clinic team regarding the development and evaluation of all nutrition-related programs.
- Ensure compliance with local, state, federal and accrediting bodies' rules and regulations.
- Handle maintenance of program accreditation including:
 - Timely submission of fees, reports and requests for major program changes;
 - Maintenance of the program's student records, including student advising plans, supervised experiential learning hours and verification statements;
 - Maintenance of complaints about the program received from students or others, including disposition of the complaint;
 - On-going review of the program's curriculum to meet the accreditation standards;
 - Facilitation of processes for continuous program evaluation and student learning outcomes assessment;
 - Communication with all accrediting bodies;
 - Communication and coordination with program faculty, preceptors and others involved with the program and its students; and
 - Timely submission of required documentation supporting the graduate's eligibility for a Commission on Dietetic Registration credentialing exam.
- Assist the Director of Human Performance in developing innovative community partnerships.
- Teach courses (limited) as requested.

Qualifications:

Required

- Earned doctoral degree
- Registered dietitian nutritionist credential from the Commission on Dietetic Registration with a license in the state of Missouri or ability to obtain Missouri state licensure within six months of hire
- Minimum three years of professional experience post credentialing
- Minimum three years of experience teaching online at the graduate level
- An understanding of nutrition and dietetics education, program accreditation, faculty engagement and student success best practices
- An understanding of and ability to support and endorse the College's progressive, holistic approach and ACEND's Future Education Model

Preferred

- Specialized education at the master's degree level, or higher, in higher education or related discipline
- Experience managing or administering educational programs, particularly online graduate programs
- Familiarity with Quality Matters or an equivalent program

Why consider the opportunity?

- **Reputation:** Logan University is a premier chiropractic and health sciences educator. 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. The university is small - this allows for agility and the ability to be creative without bureaucratic obstacles.
- **Location:** For those who may live in the area, the greater St. Louis region 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 as well as a cover letter that explains your reasons for interest in this role: [Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=9997726&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, Florida 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