



Faculty Coordinator (Full Time)

Atlanta's John Marshall Law School in midtown Atlanta is looking for a motivated and energetic individual to fill the full-time position of Faculty Coordinator. Responsibilities include, but are not limited to, providing administrative support to full-time and adjunct Faculty, such as preparing or proofreading documentation for classroom instruction; maintaining attendance records; assisting with the collection and distribution of student assignments; preparing correspondence such as letters of recommendation; assisting with grade calculations; and assisting with exam administration.

The ideal candidate will have a minimum of an Associates Degree (Bachelor Degree preferred); five years of secretarial experience for multiple individuals; and advanced computer skills in MS Office. Must have excellent organizational, written, verbal and time management skills. Experience in a college, university or law firm is advantageous. AJMLS is an equal opportunity employer and does not discriminate in any of its programs or activities on the basis of race, gender identity, gender expression, sexual orientation, national or ethnic origin, marital status, age, disability, color, or religious belief. Salary will be competitive based on experience. AJMLS offers a salary commensurate with experience. Submit cover letter, resume, and a minimum of three professional references to:

Cynthia Davenport
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No Phone Calls Please