



Atlanta's John Marshall Law School and its branch campus, Savannah Law School, is seeking to expand their admissions department with the on-boarding of highly motivated and qualified admissions professionals. They will assume responsibility for admissions-related operations, including planning and managing on-campus recruiting events; attending off-campus recruiting events; engaging with the faculty Admissions Committees; managing inquiries from and providing counseling to prospective applicants about the admission process; and otherwise developing, implementing, and evaluating strategies for the recruitment, admission, and matriculation of all Juris Doctor students to the Law School. At least one of the new hires will also be responsible for managing approximately three to five direct reports.

The ideal candidates will hold appropriate educational credentials and preferably will have at least 1 or 2 years' experience in an admissions function at the undergraduate or graduate school level, depending upon position sought. Law school admissions experience is advantageous, as is proficiency with ACES2. Travel and weekend availability is required.

Atlanta's John Marshall Law School and Savannah Law School are equal opportunity employers and does not discriminate in any of their 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. Compensation and title offered will be commensurate with experience. Interested candidates should submit a cover letter, resume, and a minimum of three professional references to:

Erika Murray

Atlanta's John Marshall Law School

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