



Atlanta's John Marshall Law School has an exciting and challenging opportunity as the Executive Director of Career Development. The Executive Director is responsible for overseeing all career services operations at the law school. Primary duties will include supervising career services personnel, and counseling both law students and alumni regarding school-year and summer internships as well as career options upon graduation (*e.g.* attorney positions, graduate programs, fellowships, judicial clerkships, alternative careers) and standard reporting functions. The Executive Director of Career Development ensures that career services and placement programs are properly executed, which includes oversight of the On-Campus Interview Program and Symplicity System.

The ideal candidate will have 1) full-time, professional work experience in career services or counseling, recruiting, higher education administration, or a field that closely aligns with the objectives of the position; and 2) a working knowledge of the Symplicity System or strong computer skills that will make learning the program quickly feasible. A J.D. is strongly preferred, but highly qualified candidates with a baccalaureate degree will be given full consideration. The candidate should have superior interpersonal, written and verbal communication skills, and be comfortable making group presentations and building relationships outside of the law school.

Atlanta's John Marshall Law School 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. Interested candidates may submit their letter of interest, along with a current professional resume and the names of three references, to:

Atlanta's John Marshall Law School
Ms. Erika Murray
1422 West Peachtree Street, N.W.
Atlanta, GA 30309
Or

emurray@johnmarshall.edu

No Phone Calls Please