



Atlanta's John Marshall Law School is looking for a highly motivated and qualified Distance Learning Professional to lead the admissions and recruitment efforts for its Distance Education program. Duties will include managing the entire admissions process and overseeing online registration for accepted students. The law school currently offers an online LL.M. law degree that is available to both lawyers and qualified individuals who do not have a law degree.

The successful candidate will be expected to develop and implement recruitment strategies to attract and enroll applicants in the program. This will require a strong understanding of how to use online and digital marketing techniques effectively. Advanced computer skills in MS Word, Excel and contact database software as well as excellent organizational and communication skills are required. The position requires a person who is a "self-starter" capable of working independently without daily direction from a supervisor. Applicants should have prior online marketing or related experience. Prior Admissions Office experience will be viewed favorably. A bachelor's degree is required. A J.D. or master degree is preferred, but not required. Salary will be commensurate with experience.

Atlanta's John Marshall Law School is an equal opportunity employer and does not discriminate in any of its programs, activities, or hiring on the basis of race, gender, sexual orientation, national or ethnic origin, marital status, age, disability, color or religious belief.

Applications, which should include a cover letter and resume, may be forwarded to:

Atlanta's John Marshall Law School
Attn: Ms. Erika Murray
1422 West Peachtree Street, N.W.
Atlanta, Georgia 30309
or
emurray@johnmarshall.edu
No Phone Calls Please