



Atlanta's John Marshall Law School is looking for a motivated and energetic individual to fill the full time position of Admissions Clerk. The position supports Atlanta's John Marshall Law School and its branch campus, Savannah Law School. The responsibilities of the Admissions Clerk include, but are not limited to, responding to daily inquiries received and preparing weekly reports; electronically managing file completion; assisting with drayage to various events; and other general administrative duties and responsibilities within the Admissions Office.

The ideal candidate will have a minimum of a Bachelor's Degree and two years in an office environment with advanced computer skills in MS Word, Excel, and contact management database software needed. Experience in an Admissions environment is ideal. The candidate must have excellent organizational skills and effective written and oral communications. AJMLS is an equal opportunity employer and does not discriminate in any of its programs or activities on the basis of race, gender, sexual orientation, national or ethnic origin, marital status, age, disability, color, or religious belief. Salary will be competitive based on experience. Interested candidates may submit their letter of interest, along a current professional resume and the names of three references, to:

Mrs. Cynthia Davenporte
Director of Human Resources and Office Management
Atlanta's John Marshall Law School
1422 W. Peachtree St. N.W.
Atlanta, Georgia 30309
cdavenporte@johnmarshall.edu