



Atlanta's John Marshall Law School has an exciting and challenging opportunity as an Assistant Director of Career Development. The Assistant Director of Career Development is responsible for assisting the Assistant Dean and Director in all operations of the career services function. Primary duties will include counseling law students and alumni regarding school-year and summer internships and career options upon graduation (e.g. attorney positions, graduate programs, fellowships, judicial clerkships, alternative careers). The Assistant Director of Career Development will also assist with, implementing and coordinating career services and placement programs in order to provide comprehensive job placement services for Atlanta's John Marshall Law School law students and alumni. The Assistant Director will administer the On Campus Interview Program and manage the Symplicity System.

The ideal candidate will have a bachelor's degree with full-time, professional work experience in career services or counseling, recruiting, higher education administration, business/corporate or employer relations, or a field that closely aligns with the objectives of the position. J.D. is preferred. The candidate should have superior interpersonal, written and verbal communication, group presentation, organizational skills, and enjoy networking and relationship building.

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
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Atlanta, Georgia 30309
or
ibetancourt@johnmarshall.edu
No Phone Calls Please