



Atlanta's John Marshall Law School is seeking to hire a motivated, hands-on individual as the Experiential Learning Program Administrator. The Experiential Learning Program Administrator will be responsible for providing administrative and academic support to the Office of Experiential Learning (OEL and managing the experiential learning programs for the Law School by working closely with faculty, staff, and administrators to connect qualified students to externships offered by employers. Position requires ability to maintain confidentiality, understand legal issues, and demonstrate good judgment in handling employer and student information.

The ideal candidate will have excellent oral and written communication skills; a minimum of two to three years in experiential learning management; and a minimum of one year experience in either an academic or management position. Experience using classroom management tools (e.g. TWEN and Moodle) is required. Proficiency with MS Office, Web based software applications, and data management systems (e.g. Symplicity, 12Twenty) and ability to use web-based scheduling tools (e.g. Doodle, When2Meet), teleconferencing services (e.g. GoToMeeting, AT&T Teleconference Services), and remote/video conferencing services (e.g. Zoom, Skype, WebEx) preferred. A Bachelor's degree is required; a Master's or J.D. is preferred.

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, gender identity, gender expression, national or ethnic origin, marital status, age, disability, color, or religious belief. Salary will be competitive based on experience. Interested candidates may submit a letter of interest with compensation history and expectations, a current professional resume, and the names of three professional references to:

Atlanta's John Marshall Law School
Attn: Ms. Cynthia Davenport
1422 West Peachtree Street, N.W.
Atlanta, Georgia 30309
or
cdavenport@johnmarshall.edu