Lead Faculty Coordinator (Full Time)

Atlanta’s John Marshall Law School in midtown Atlanta is looking for a motivated and energetic individual to fill the full-time position of Lead Faculty Coordinator. Responsibilities include, but are not limited to, providing administrative support to the academic Associate Deans for all matters regarding their job duties, including those as faculty members; supervising the faculty coordinators; managing the exam process including supervising all exam collection and processing activities; managing all aspects of the virtual bookstore; assisting with preparation of course schedules including posting initial assignments and distributing the course schedule to students; responding to student questions regarding bookstore and scheduling issues; and general office management duties.

The ideal candidate will have a minimum of an Associate Degree (Bachelor Degree preferred); minimum of 1-2 years of experience as an administrative assistant in a law firm or academic environment (or similar qualification). Must be experienced using computers and have advanced skills in MS Office. Must be detail oriented and have excellent organizational, written, verbal and time management skills. Must be able to use discretion when dealing the sensitive and confidential information. An essential function of the position also requires the ability to foster trust and respect among students, peers and supervisors.

AJMLS 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. Salary will be competitive based on experience. AJMLS offers a salary commensurate with experience. Submit cover letter, resume, and a minimum of three professional references to:

Cynthia Davenporte

Atlanta’s John Marshall Law School

1422 W. Peachtree St. N.W.

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No Phone Calls Please