



Atlanta's John Marshall Law is seeking to hire a highly motivated and qualified Admissions Counselor. This individual will assume responsibility for admissions-related operations, including planning and managing on-campus recruiting events; attending off-campus recruiting events; engaging with the faculty Admissions Committee; managing inquiries from and providing counseling to prospective students about the admission process; and otherwise developing, implementing, and evaluating strategies for the recruitment, admission, and matriculation of all Juris Doctor students to the Law School.

The ideal candidate will hold appropriate educational credentials and preferably will have at least 1 or 2 years' experience in an admissions function at the undergraduate or graduate school level. Law school admissions experience is advantageous, as is proficiency with ACES. Travel and weekend availability is required.

Atlanta's John Marshall Law School is an equal opportunity employer and does not discriminate in any of their 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. Compensation will be commensurate with experience. Interested candidates should submit a cover letter, resume, salary expectations, and a minimum of three professional references to:

Ms. Rebecca Milter  
Director of Admissions  
Atlanta's John Marshall Law School  
1422 W. Peachtree St. N.W.  
Atlanta, Georgia 30309  
[rmilter@johnmarshall.edu](mailto:rmilter@johnmarshall.edu)