Atlanta’s John Marshall Law School is seeing to hire a motivated individual to fill the full-time position of **Faculty Coordinator**.

Responsibilities include, but are not limited to:

* Providing administrative support to full-time and adjunct Faculty
* Preparing or proofreading documentation for classroom instruction
* Maintaining attendance records
* Assisting with the collection and distribution of student assignments
* Preparing correspondence such as letters of recommendation
* Assisting with grade calculations
* Assisting with exam administration (some evening hours required).

The ideal candidate will have a minimum of an Associates Degree (Bachelor Degree preferred); three years of administrative support experience for multiple individuals; and advanced computer skills in MS Office. Must have excellent organizational, written, verbal and time management skills. Experience in a college, university or law firm is advantageous.

Atlanta's John Marshall Law School is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Atlanta's John Marshall Law School encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. Atlanta's John Marshall Law School undertakes affirmative action strategies in its recruitment and employment efforts to assure that all people have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodations in the application process to contact Ms. Davenporte. AJMLS offers a salary commensurate with experience. Submit a resume and a minimum of three professional references to:

Cynthia Davenporte

Atlanta’s John Marshall Law School

[cdavenporte@johnmarshall.edu](mailto:cdavenporte@johnmarshall.edu)

No Phone Calls Please