



Atlanta's John Marshall Law School is looking for a motivated individual to fill the full-time, non-exempt position of Externship Program Coordinator. The Externship Program Coordinator will be responsible for organizing various aspects of the Externship programs for the Law School by working closely with the Executive Director, faculty, staff, and administrators to connect qualified students to externships. The position requires the ability to maintain confidentiality, understand legal issues, and demonstrate good judgment in handling employer and student information.

Ideal Experience and Qualifications

The ideal candidate will have a minimum of a Bachelor's degree; with 1-2 years' experience in Career Services or program management; minimum of one year experience in an academic or administrative support position; and proficiency with MS Office, Web based software applications, and data management systems.

The Externship Program Coordinator will be responsible for, but not limited to following:

- Serving in a support capacity working alongside the Executive Director of Career Services to coordinate and perform daily operational duties such as externship related projects and programs for the department
- Advertising and screening externship opportunities and developing policies and procedures as needed
- Scheduling site visits, orientations and tracking of externship and clinical students using the Externship 12-Twenty platform
- Developing and conducting programming to enhance student and employer interactions; and communicating, marketing, and providing reports on activities and outcomes
- Maintaining contact with academic departments and providing information on externship and clinical offerings
- Creating and distributing marketing and promotional materials for the department including Departmental Program Booklet and Externship Program Pamphlet
- Working with Marketing and the Executive Director to create departmental marketing strategies internally & externally
- Tracking and updating externship data, including externship placements, student timesheets, etc.
- Designing and creating site maps for the externship webpages, creating and updating content on externship webpages, and updating placement information on the law school's website
- Coordinating and assisting the Executive Director with the creation and implementation of new externship opportunities
- Responsible for departmental correspondence, to include, responding to emails, phone calls, and in person visits from students

Atlanta's John Marshall Law School values a diverse workforce and inclusive culture. We are committed to equal opportunity without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. We encourage applications from all qualified individuals. Applicants with disabilities who may need accommodations in the application process are to contact Ms. Davenport.

All interested candidates may submit a current professional resume and the names of three references, to:

Cynthia Davenport
Director of Human Resources
Atlanta's John Marshall Law School
245 Peachtree Center Ave., NE, Suite 1900
Atlanta, Georgia 30303
cdavenport@johnmarshall.edu

NO PHONE CALLS PLEASE