



Atlanta's John Marshall Law School ('AJMLS') is seeking to hire a dynamic **Academic Program Coordinator** to join our team on a full-time basis. This role is responsible for providing administrative support to the Vice Dean with duties related to the academic program and teaching responsibilities.

**Ideal Experience and Qualifications:**

Candidates must possess an associate degree or higher and have 1–2 years of experience in an administrative support role. Proficiency in administrative software and technology is required, including Microsoft Office, Google platforms; Experience with Canvas and Campus Anyware is preferred, but not required. The ideal candidate will demonstrate strong organizational and multitasking abilities, keen attention to detail and accuracy, and the capacity to work independently while maintaining confidentiality. Excellent communication skills, both written and verbal, are essential for effective interaction with students, faculty, and external partners.

**Core tasks and responsibilities include, but are not limited to the following:**

- Providing administrative support to the Vice Dean in both their administrative and faculty capacities by managing and maintaining reports and files related to the academic program, tracking student assignments, preparing class-related documents, and coordinating student appointments. Coordinating course scheduling processes and related faculty events by updating Google Sheets with class information
- Supporting the administration of the School's ADA accommodations policy by collecting application materials, corresponding with applicants regarding the status of their requests, coordinating with the accommodations specialist, and facilitating exam and classroom accommodations.
- Manage the student practice certificate process by maintaining the Georgia Bar spreadsheet with student information, distributing practice certificates upon receipt, preparing 3L certification letters for the Vice Dean's review and signature, and submitting letters to the appropriate recipients.
- Provide administrative support for academic dismissals by drafting student letters for the Vice Dean's signature, updating Google Sheets, and organizing signed student agreements and reinstatement letters for staff access on the Google Drive.
- Coordinating student application updates by tracking 1L Recertification forms, forwarding relevant documents to the Registrar, gathering post-1L amendment requests for the Vice Dean's review, and preparing and distributing decision letters as directed.

Atlanta's John Marshall Law School, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 (45 CFR 86), and Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, and other best practices, does not discriminate on the basis of disability, race, color, religion, age, national or ethnic origin, marital status, veteran status, political affiliation or belief, gender identity, gender expressions, or sexual or affectional preference in the law school's hiring practices. Atlanta's John Marshall Law School values a diverse workforce and inclusive culture. We encourage applications from all qualified individuals. Applicants with disabilities who may need accommodations in the application process are welcome to contact Director Cynthia Crawford directly.

All interested candidates should submit their letter of interest, a current professional resume, and three professional references to:

**Cynthia Crawford**  
**Director of Human Resources**  
**Atlanta's John Marshall Law School**  
**245 Peachtree Center Ave., NE, Suite 1900**  
**Atlanta, Georgia 30303**  
**[ccrawford@johnmarshall.edu](mailto:ccrawford@johnmarshall.edu)**