



Atlanta's John Marshall Law School ('AJMLS') is looking for a motivated individual to join the school in a full-time, non-tenure track position as an Academic Support Professional ('ASP'). The ASP is an important team member in the Office of Academic Achievement and Bar Success ('AABS') who works with students and alumni to enhance, develop, and expound upon the critical skills associated with success in law school and on the bar exam. AABS offers instruction and assistance in a variety of formats, including one-on-one counseling, conducting workshops, teaching required bar success courses, and developing specialized course offerings available to all enrolled students and graduates preparing for the bar exam. The ASP position may have some weekend responsibilities but generally is a Monday-Friday position.

This is a full-time, contract position, with opportunities for advancement and renewal, after an initial evaluation period. This is an in-person role, located in AJMLS's brand-new location in downtown Atlanta.

Ideal Experience and Qualifications:

Applicants must have a J.D. from an ABA-accredited law school, excellent academic credentials, and a demonstrated commitment to working with students to improve their academic performance. Applicants must have passed a bar in at least one jurisdiction within the United States. Preference will be given to applicants who have experience teaching in academic success or legal writing programs and to those who demonstrate a commitment to long-term student success.

The Academic Support Professional will be responsible for, but not limited to the following:

- Assisting with implementation and management of all AABS programming focused on preparing students for the bar exam
- Teaching courses, academic workshops, and labs to students with the focus of strengthening the academic skills of critical reading, briefing, outlining, and analysis, and content related to the mission of the department
- Participating and delivering instruction in the orientation program offered for credit to first year students
- Providing learning strategies and techniques to enhance and leverage the academic skills that underline law school success
- Providing written and formative feedback to students on practice problems and exams

- Assisting with the development and the assessment of the academic success program by collecting and maintaining data relevant to academic performance
- Assisting with the development of personal action plans for those studying for law school and bar exams
- Identifying students' academic strengths and opportunities for improvement, developing long-term academic plans, and assisting in providing effective instruction to help enhance performance
- Showing interest in, and staying current on, educational learning theory
- Working with students who perform relatively poorly on law school examinations and assessments

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

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