



Atlanta's John Marshall Law School is looking for a motivated individual to fill the Part-time, non-exempt position of Administrative Assistant for the Office of Student Affairs (OSA). The Part-Time Administrative Assistant provides essential operational and programmatic support to the Office of Student Affairs (OSA) at Atlanta's John Marshall Law School (AJMLS). Under the direct supervision of the Associate Dean, this role supports the efficient day-to-day operations of the office and helps coordinate a wide range of student-facing programs and initiatives, including wellness, mentoring, professionalism, Title IX compliance, student recognition, student leadership development, and community outreach.

This role is ideal for a detail-oriented, student-centered professional who thrives in a fast-paced legal education environment. The Administrative Assistant serves as a key point of contact for students seeking OSA services and represents the office with professionalism at all times.

Ideal Experience and Qualifications

The ideal candidate will have an Associate's degree (required) and a Bachelor's degree in Higher Education Administration, Business Administration, Communications, or a related field (preferred). The candidate should have a minimum of 2–3 years of administrative, office management, or student services experience, preferably in a higher education or legal setting. Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) is required; experience with Google Workspace is a plus. The candidate must also have strong written and verbal communication skills, along with professional email and phone etiquette.

The Administrative Assistant will be responsible for, but not limited to following:

- Manage day-to-day OSA office functions including answering phones, responding to student email inquiries, and maintaining organized filing and records systems.
- Schedule and coordinate meetings, appointments, and office visits for the OSA staff.
- Maintain and update student records, program tracking spreadsheets, and office databases in compliance with FERPA.
- Manage office supply inventory; process purchase orders and reimbursement requests as needed.
- Serve as the professional front-line point of contact for students visiting the Office of Student Affairs.
- Handle all sensitive student information with strict confidentiality in compliance with FERPA and institutional policy.
- Support preparation and distribution of Title IX policy updates to faculty, staff, and students.
- Administer student organization records including rosters, event request forms, and activity documentation.
- Coordinate room reservations, vendor communications, catering requests, A/V setup, and event materials.
- Prepare event materials including programs, certificates, signage, and promotional flyers.

- Support community outreach efforts by researching partner organizations, preparing outreach correspondence, and maintaining a partnership contact database.
- Assist with coordination of community events, tabling activities, and collaborative programming with external firms and organizations.
- Assist with onboarding and day-to-day support of OSA student workers, including tracking hours, coordinating task assignments, and providing general guidance under the Director's supervision.
- Help develop student worker onboarding materials, task lists, and performance tracking tools.
- Serve as a primary administrative point of contact for student workers in the Director's absence, escalating issues as appropriate to the Director or Assistant Director.

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.

Pay rate: \$20.00 p/h

All interested candidates may submit a current professional resume and the names of three 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

NO PHONE CALLS PLEASE