



Atlanta's John Marshall Law School is looking for a motivated individual to fill the full-time, non-exempt position of Admissions Counselor. The Admissions Counselor will assist with the implementation of the Law School's enrollment procedures, correspondence and contact with prospective students, applicants, and matriculating students for the J.D. Programs. The Admissions Counselor is responsible for the general administrative duties and responsibilities within the Office of Admissions.

Ideal Experience and Qualifications

The ideal candidate will have a minimum of a Bachelor's degree from an accredited college or university; with 2-3 years' experience in higher education admissions, marketing, event planning, or comparable customer service environment. Experience working with a law school is a plus.

The Admissions Counselor will be responsible for, but not limited to following:

- Counseling prospective students via email, phone, and/or personal visits on the enrollment process
- Advising applicants on application progression, while also monitoring and updating ACES2 and/or Unite with data
- Utilizing ACES2 and/or Unite to manage and report on admissions data
- Assisting with viewbook, marketing handouts, and other printed recruiting material updates as needed
- Overseeing tour schedules and class visits for prospective and accepted students
- Assisting with the execution of Prospective Student Open Houses, Accepted Student Days, and other on-campus events
- Traveling to represent AJMLS at graduate and professional school days, LSAC forums, job fairs, minority recruiting events, individual visits, and other outreach events throughout the year
- Collaborating with various departments (i.e. Financial Aid, Registrar, Student Affairs, Bursar) regarding the 1L enrollment process and orientation

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

