



Atlanta's John Marshall Law School is looking for a motivated individual to fill the full-time, exempt position of Assistant Director of Student Services. The Director of Student Services will provide input towards the development and strategic planning of departmental processes to enhance the effectiveness and efficiency of the Office of Student Services' programs, policies, and overall daily function. The Assistant Director of Student Services will work in a collaborative relationship with all law school students, faculty, and administrative offices, provide guidance and direction to student organization leaders for co-curricular school functions and activities, and will counsel/advise the student body, as needed.

### **Ideal Experience and Qualifications**

Applicants must have a Juris Doctorate from an accredited institution; Minimum of two or more years of experience in the practice of law; and two years of progressively responsible experience in higher education, preferably in a law school setting. The ideal candidate must have significant experience with key phases of student life throughout the cycle of law school and sensitivity to diversity of student body and career interests, the ability and commitment to understanding and implementing law school policies and procedures relating to student life, student issues, and student success, the ability to analyze policies and evaluate their potential impact on specific constituencies, the ability to develop and maintain effective working relationships at all levels of internal constituents, the ability to handle multiple assignments; stressful, challenging, and complex situations; and create thoughtful, informed, and institutionally aligned responses, and must have excellent interpersonal and communication skills, including the ability to produce high-quality written materials, engage in public speaking, and communicate with a wide variety of constituents.

The Assistant Director of Student Services will be responsible for, but not limited to following:

- Providing strategic recommendations and professional support to the Associate Dean/Supervisor with program planning, coordinating and other departmental development, as well as the development of content for various student organization projects, programs, and initiatives/events
- Acting on the Associate Dean's/Supervisor's behalf in their absence on matters within their purview
- Providing strategic input towards the planning and development of ethical, intellectual, and emotional programs that target the student body
- Analyzing, tracking, and assessing student retention programs and initiatives and establishing mechanisms that report outcomes; mentoring and tracking progress of at risk students
- Assisting with Title IX/Sexual Misconduct trainings for the student body
- Providing guidance to students with character and fitness concerns and maintaining student disciplinary records
- Responding to emails, phone calls and in-person visits from students, various organizations, and/or faculty and staff

- Preparing quarterly professionalism reports for Chief Justice's Commission on Professionalism
- Providing strategic input and recommendations as a member of the Chief Justice Committee on Professionalism's Law School Orientation Committee
- Creating and updating materials, including brochures, social media pages, newsletters, and surveys, to promote department functions and activities, and sending student meeting and event announcements
- Reviewing and approving event requests, reimbursements/advance payment requests, and submitting reimbursements for student organization events and activities
- Preparing and reviews event evaluation forms; tracking attendance for mandatory programs; and coordinating sessions for students who miss mandatory programs
- Coordinating the community service program
- Updating manuals for peer mentoring program, attorney mentoring program, and student organizations; providing updated information to the Frequently Asked Questions (FAQ) document
- Administering student training content in Vector Solutions portals on diversity, inclusion, wellness, mental health, and sexual violence, and assisting with updates as needed
- Coordinating honors and awards program for students and student organizations (to include sending announcements, soliciting nominations, ordering awards, and scheduling photos)
- Overseeing student organization elections and developing and implementing policies, processes, and programming to support student organization governance and student engagement
- Providing leadership in coordination with the Associate Dean in developing and coordinating annual and long-range goals for the office of Student Services, consistent with the goals of the law school

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.

Salary: Commensurate with experience

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](mailto:cdavenport@johnmarshall.edu)