



Atlanta's John Marshall Law School (AJMLS) is seeking to hire a dynamic **Associate Dean of Student Affairs** to join our team on a full-time basis. This role is responsible for providing strategic leadership, operational oversight, and administrative direction for the Office of Student Affairs (OSA) in support of the law school's mission, student success, and institutional priorities. The Associate Dean of Student Affairs serves as a senior student-facing administrator responsible for ensuring that the Office of Student Affairs operates with strategic coherence, institutional accountability, and a student-centered focus. The Associate Dean provides leadership for programs, policies, services, and support systems that help students successfully navigate law school, access needed resources, build meaningful connections, and prepare to enter the legal profession as effective lawyers and leaders.

Ideal Experience and Qualifications:

The ideal candidate will possess a **Juris Doctor (J.D.)** from an ABA-accredited law school and significant experience in student affairs, higher education administration, legal education, student services, compliance, or a closely related field. The successful candidate will bring progressive leadership experience, including supervising professional staff, developing and implementing strategic initiatives, and advancing student success.

Candidates should have experience coaching and advising students, developing innovative programs and services, fostering student engagement and belonging, and navigating complex student matters with sound judgment, professionalism, and discretion. Experience with student conduct processes, institutional compliance, policy development, and risk management is highly desirable.

Preference will be given to candidates with experience in legal education, Title VI and Title IX investigations, professional identity formation, leadership development, and supporting diverse student populations. Familiarity with ABA Standards and a demonstrated commitment to collaboration, student success, continuous improvement, and organizational excellence are strongly preferred.

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

- **Provide strategic leadership for the Office of Student Affairs** by ensuring that departmental programs, services, policies, communications, and student support systems align with the law school's mission, professionalism standards, student-centered values, and institutional priorities.
- **Develop, implement, and continuously assess a comprehensive student affairs strategy** that promotes student success, persistence, retention, wellness, professionalism, leadership development, student engagement, belonging, and institutional effectiveness.
- **Lead the law school's professional identity formation initiatives** by developing, implementing, and assessing programs that prepare students for leadership, ethical practice, internships, externships, mentoring relationships, student organization involvement, and successful entry into the legal profession.
- **Develop, review, interpret, implement, and enforce policies and procedures** related to student conduct, professionalism, student safety, student organization operations, student communications, and community standards to ensure compliance with institutional policies and applicable laws and regulations.
- **Investigate alleged violations of the Code of Student Responsibility and student-related Title VI and Title IX complaints and concerns;** participate in student conduct proceedings and disciplinary hearings as appropriate; prepare investigative reports; maintain confidential documentation; and recommend appropriate resolutions and corrective actions.
- **Advise the Chief Student Affairs and Professional Development Officer, the Dean, and other institutional leaders** regarding student concerns, student life, institutional risk, policy development, compliance matters, and strategic initiatives affecting the student experience.

- **Supervise, mentor, and evaluate the Director of Student Programs and Support Services, the Director of Student Engagement, and other assigned Office of Student Affairs personnel** by providing leadership, performance management, accountability, professional development, and operational oversight.
- **Develop and maintain collaborative partnerships** with bar associations, courts, legal organizations, alumni, attorneys, judges, nonprofit organizations, service providers, and community partners to expand mentoring, networking, experiential learning, leadership development, wellness resources, and professional development opportunities for students.
- **Develop, manage, and monitor the Office of Student Affairs operating budget;** oversee departmental expenditures; and administer vendor relationships, contracts, and financial resources in accordance with institutional policies and sound fiscal practices.
- **Foster a collaborative, accountable, compliant, and student-centered Office of Student Affairs** that advances excellence in student services, operational effectiveness, professionalism, and continuous improvement while supporting the law school's strategic goals.

Non-Discrimination Policy

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 accommodation 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-ccrawford@johnmarshall.edu
Director of Human Resources
Atlanta's John Marshall Law School
245 Peachtree Center Ave., NE, Suite 1900
Atlanta, Georgia 30303