External Advertisement for Career Services Director

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Atlanta’s John Marshall Law School is seeking a highly motivated individual with a proven track record of managing and directing a Career Services Department. The Director of Career Services is responsible for overseeing all career services operations at the law school. The Director of Career Services serves as the career expert and advisor to the Dean of Career Services and Professional Development and ensures that career services and placement programs are properly executed, which includes oversight of the On-Campus Interview Program and the Career Management System platform.

**Ideal Experience and Qualifications**

* 3-5 years of full-time, professional work experience in career services preferably at a law school
* A J.D. is strongly preferred, but highly qualified candidates with a baccalaureate or master’s degree and experience at a law school will be given full consideration
* Experience in career planning and placement; counseling/advising, higher education administration, or a field that closely aligns with the objectives of the position
* Demonstrated success and experience in strategic planning and data driven decision making
* Ability to counsel law students and alumni regarding school-year and summer internships, as well as, career options upon graduation (e.g. attorney positions, graduate programs, fellowships, judicial clerkships, alternative careers)
* Exceptional and strategic employer outreach/ client services skills with the ability to carry out mandated reporting functions and event management
* The candidate should have superior interpersonal, written and verbal communication skills, and be comfortable making group presentations and building relationships outside of the law school
* Strong and demonstrated supervisory and leadership experience; ability to effectively collaborate with internal teams to drive department initiatives and goals
* Excellent collaborative skills that supports the Associate Dean of Career Services and Professional Development with the development and implementation of departmental policies, processes, and programs
* A working knowledge of Career Management System platforms (e.g. 12-Twenty, Symplicity, etc.) or strong computer skills that will make learning the program quickly feasible

Atlanta’s John Marshall Law School is an equal opportunity employer and does not discriminate in any of its programs or activities on the basis of race, gender, identity, gender expression, sexual orientation, national or ethnic origin, marital status, age, disability, color, or religious belief. Interested candidates may submit their letter of interest, along with a current professional resume and the names of three professional references, to:

Atlanta’s John Marshall Law School

Ms. Cynthia Davenporte

1422 West Peachtree Street, N.W.

Atlanta, GA 30309

Or

cdavenporte@johnmarshall.edu

No Phone Calls Please