



Atlanta's John Marshall Law School is looking for a motivated individual to fill the full-time, exempt position of Director of Externships. The Director of Externships will be responsible for teaching and administering Atlanta's John Marshall Law School's Externship Program. The Director works with the Associate Dean of Academics to ensure compliance with ABA Standards and educational excellence. The Director also works with the Executive Director of Career Services and Professional Development to post and promote placements and on the delivery of a robust Pro Bono program.

### **Ideal Experience and Qualifications**

Applicants must have a Juris Doctorate from an accredited institution; Minimum of five years of experience in the practice of law; and five years of supervisory or managerial experience. The ideal candidate must be able to understand, analyze, and apply ABA standards, Academic Code, and other regulations applicable to Externships; strong community ties and relationships a plus, especially with the local legal community; license to practice law and must be in good standing with a bar association in the United States; strong academic record and experience working in a higher education setting in the areas of teaching, academic assistance, academic counseling, or similar administrative, or practice experience; must be familiar with ABA Standards governing law schools; and must be able to articulate a strong commitment to diversity, equity and inclusion and have the ability to work effectively with individuals from different backgrounds.

The Director of Externships will be responsible for, but not limited to following:

- Course and program design, to include teaching the online Learning from Practice and Advanced Externship classes
- Provides supervisor training and engagement, intensive student advising, placement approval, and managing enrollment and assessment systems
- Advises Externship students, approves field placements, and confirms student planning
- Serves as faculty for Learning for Practice and the Advanced Externship Seminar and provides on-going, continuous, faculty-guided reflection in various forms and modes
- Acts as a liaison to field supervisors, field placements, and other external partners and stakeholders
- Develops and facilitates employer relations to create internship, externship, and pro bono opportunities
- Manages significant externship documentation and records
- Conducts regular orientations for students in current externships and those to be considered
- Conducts periodic program reviews to improve learning outcomes and student experiences
- Works with students and placements to resolve problems
- Manages a database containing student placement records and evaluations

- Provides guidance regarding application procedures, placement requirements, and law school policies
- Conducts site visits and facilitates student-employer relationships
- Represents the school at GALE (Georgia Association of Legal Externship) meetings
- Evaluates and monitors the quality of the externship experience and the supervision through written evaluations
- Supervises students participating in the externship program and in-house and hybrid clinics
- Assists with the coordination of clinical activities
- Supervises and advises the Externship Program Administrator on office goals and priorities, marketing, and externship programming

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)