



Atlanta's John Marshall Law School (AJMLS) is seeking to hire a dynamic **Director of Student Programs and Support Services** to join our team on a full-time basis. This role is responsible for advancing the mission of the Office of Student Affairs (OSA) by assisting with the development, implementation, and oversight of student-centered programming, initiatives, and services that foster student engagement, professional growth, wellness, and overall student success. The Director serves as a key resource and advocate for students, providing guidance as they navigate academic, professional, and personal challenges.

**Ideal Experience and Qualifications:**

Candidates must possess a Juris Doctor (J.D.) degree; experience in student development, mentoring, and retention initiatives, and experience working in a graduate, law school, or other professional education environment, preferred. The ideal candidate must have strong working knowledge of FERPA, Title IX, Title VI, and VAWA.; excellent organizational and time-management skills; strong emotional intelligence and conflict management skills; knowledge of advising and counseling techniques; and proficiency with Microsoft Office Suite, Google Workspace, and social media platforms.

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

- Developing, implementing, promoting, and assessing programs, events, and initiatives within the Office of Student Affairs (OSA)
- Advising students individually and in groups, with particular focus on identifying at-risk students and connecting them with appropriate academic, wellness, and professional resources
- Providing crisis response and referral services to support students facing personal challenges
- Designing and implementing support services for students experiencing food or housing insecurity, including cultivating partnerships with campus and community organizations
- Monitoring student progress, track retention, and implementing proactive outreach strategies to advance student success
- Maintaining thorough knowledge of institutional policies, federal and state laws, and ABA standards to ensure all programming meets accreditation and compliance requirements
- Coordinating Title IX trainings for students and serving as the Informal Resolution Officer for Title IX complaints
- Safeguarding student information, including disciplinary records, in compliance with FERPA and institutional policies
- Fostering collaborative relationships with students, faculty, alumni, and staff to strengthen communication and support a positive learning environment
- Supervising Office of Student Affairs (OSA) student workers by providing leadership, direction, and coordination to ensure high-quality and responsive student services

**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](mailto:ccrawford@johnmarshall.edu)

**Director of Human Resources**

**Atlanta's John Marshall Law School**

**245 Peachtree Center Ave., NE, Suite 1900**

**Atlanta, Georgia 30303**