



Atlanta's John Marshall Law is seeking to hire a highly motivated and qualified Enrollment Specialist. This individual will assume responsibility for the general administrative duties within the Office of Admissions, including assistance with the implementation of the Law School's admissions procedures, correspondence and contact with prospective students, and correspondence and contact with applicants and matriculating students for the J.D. Programs. This is a part-time position and will not exceed 30 hours per week.

The ideal candidate will hold appropriate educational credentials and will preferably have a Bachelor's Degree from an accredited college or university, JD degree preferred, and with at least two to three years of experience in higher education admissions, marketing, event planning, or comparable customer service environment. Experience working with a law school is a plus

Atlanta's John Marshall Law School values a diverse workforce and inclusive culture. We are committed to providing equal opportunities without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status. We encourage applications from all qualified individuals. Applicants with disabilities who may need accommodations in the application process are welcome to contact Director Cynthia Davenport directly.

All interested candidates should submit their letter of interest, a current professional resume, and three professional 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