



Atlanta's John Marshall Law School (AJMLS[®]) is seeking to hire a dynamic **Executive Director of Career Services and Professional Development** to join our team on a full-time basis. This role is responsible for providing strategic leadership and planning and the management of professional opportunities and programs for Atlanta's John Marshall Law School students, including internships and pro bono programming and activities. The Executive Director also provides vision for dynamic, responsive, and student-centered career services, which includes career counseling, professional development, employer relations, and assisting students with career search skills and strategies.

Ideal Experience and Qualifications:

The ideal candidate will possess a **Master's degree** from an accredited college or university and a minimum of three years of experience in career services, legal recruiting, higher education, or a related field. The successful candidate will demonstrate progressive leadership experience, including supervising staff, developing and implementing strategic initiatives, building employer partnerships, and advancing successful career development and employment outcomes.

Candidates should have experience counseling students and graduates, developing innovative career programs and services, fostering student engagement and professional development, and navigating complex student matters with sound judgment, professionalism, and discretion.

Preference will be given to candidates who possess a J.D., demonstrated leadership experience, and a strong background in law school career services, legal career development, legal recruiting, employer relations, and employment outcomes management. Experience with ABA and NALP reporting requirements, legal employer engagement, judicial clerkship advising, and law firm recruiting processes is highly desirable.

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

- **Provides strategic leadership, vision, and direction for the Career Development Department**, establishing goals, priorities, and initiatives that enhance career outcomes for students and graduates and support the mission and strategic objectives of Atlanta's John Marshall Law School.
- **Develops, implements, and evaluates a comprehensive career development program** designed to expand employment opportunities for students and graduates through innovative programming, individualized career counseling, professional development initiatives, and employer engagement strategies.
- **Builds and maintains strategic relationships with legal employers and professional organizations**, including law firms, corporations, government agencies, judicial offices, legal services organizations, public interest employers, and other industry partners to create meaningful employment opportunities for students and graduates.
- **Leads employer outreach, market research, and relationship management** efforts to identify emerging employment trends, strengthen recruiting partnerships, and expand career opportunities across diverse legal sectors.
- **Provides executive oversight and leadership of Career Development staff**, including recruitment, training, supervision, performance management, and professional development to ensure the delivery of high-quality career services.
- **Designs, implements, and oversees comprehensive career programming**, including on-campus and off-campus interview programs, employer panels, workshops, networking events, job fairs, mock interview programs, and professional development initiatives.

- **Provides career counseling and professional guidance to students and graduates**, including résumé development, interviewing strategies, networking skills, job search preparation, application procedures, and career planning.
- **Serves as the Law School's primary liaison to key professional organizations**, including the Georgia State Bar Association, Atlanta Bar Association, and other legal and career development organizations.
- **Represents Atlanta's John Marshall Law School at professional and institutional events**, including admissions and student engagement programs, industry conferences, workshops, career fairs, and networking events to promote the institution and strengthen external relationships.
- **Develops and manages reciprocal career resource partnerships with other law schools** to expand employment resources and opportunities available to students and graduates.
- **Oversees career services technology platforms and employment resources**, including OSCAR, Simplicity, Micron, NALP, and other career-related databases and systems.
- **Leads employment outcomes reporting, assessment, and data analysis initiatives**, ensuring accurate collection, maintenance, and reporting of graduate employment data for institutional decision-making and external reporting requirements, including submissions to the American Bar Association, NALP, U.S. News & World Report, and other national publications and surveys.
- **Maintains and analyzes employment, recruiting, and placement data** to evaluate program effectiveness, identify trends, and support continuous improvement of career development initiatives.
- **Develops and oversees career-related communications and outreach initiatives**, including student communications, alumni correspondence, newsletters, welcome materials for incoming students, and other departmental publications.

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

NO PHONE CALLS PLEASE