



Atlanta's John Marshall Law School is seeing to hire a motivated individual to fill the full-time position of **Faculty Coordinator**. This role will provide administrative support to the faculty members of the Law School and to the Vice Dean for Academics.

**Ideal Experience and Qualifications:**

The ideal candidate will have a minimum of an Associate Degree, Bachelor's Degree preferred; three years of administrative support experience for multiple individuals; and advanced computer skills in MS Office. Must have excellent organizational, written, verbal and time management skills. Experience in a college, university or law firm is advantageous.

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

- Assisting with preparation of semester course schedule
- Preparing and/or gathering course syllabi and first assignments from faculty and making copies for each student per class (beginning of each Semester); manage posting of schedule and first assignments to law school website
- Soliciting and compiling book lists from faculty; interface with virtual bookstore regarding book lists, including coordinating with financial aid to create a database for the virtual bookstore; responding to student questions regarding bookstore matters
- Preparing, editing, and proofreading any documentation needed for classroom instruction including course materials, exams, etc.
- Preparing Letters of Recommendation for students
- Maintaining attendance records and classroom sign-in logs by inputting student attendance into the computer system and preparing associated reports and calculations, updating spreadsheets as needed
- Scanning documents and emails
- Uploading course materials to TWEN as requested
- Ensuring that office supplies are stocked
- Sorting incoming mail and preparing outgoing mail for weekly distribution
- Prepare excel sheet thought out each semester with updated AGN and name list
- Creating course folders for all faculty thought out each semester

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.

Cynthia Crawford  
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No Phone Calls Please