



Atlanta's John Marshall Law School has an exciting and challenging opportunity for an experienced Financial Aid professional. AJMLS is seeking to hire a Financial Aid Counselor on a part-time basis to provide the day-to-day counseling activities and aid processing for current and potential financial aid recipients.

The ideal candidate will have a Bachelor's degree and at least 2-5 years of financial aid experience at a post-secondary institution is required; proficiency with MS Office, experience updating ISIR records and R2T4 calculations, a high knowledge of federal student aid regulations and software (EdExpress, EdConnect, COD, NSLDS), and VAOnce software experience is required. Patience and tolerance in working in a diverse environment is essential. Strong written and verbal communication skills are also needed.

Some of the duties and responsibilities will include:

- Assisting Director of Financial Aid with the planning and implementation of all Financial Aid Programming for the Law School
- Counsels students on financial aid options and will package financial aid according to federal, state and institutional guidelines.
- Serving as a primary point of contact for current and prospective students.
- Entering data and awards aid in computerized student record system.
- Conducting presentations to campus community groups on financial aid programs.
- Completing required verification of selected students
- Attending occasional Open Campus events
- Attending workshops and conferences which may require travel.

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