



Atlanta's John Marshall Law School is seeing to hire a motivated "people person" to fill the part-time position of **Public Service Assistant**. AJMLS is excited about relocating to our new location and will need an exceptional and welcoming personality to join our team!

- Responsibilities for this role will include, but are not limited to:
- Closes the law library on weekday afternoons
- Answer and direct phone calls in a polite and friendly manner
- Operate standard office equipment on a regular basis, including a copy machine, and a computer
- Provides Circulation Desk coverage during the hours of 12:00pm to closing
- Maintains library statistics sheet located at the Circulation desk
- Provides ready reference assistance to students, faculty, staff, and alumni
- Refers library patrons to appropriate librarians for research assistance
- Works with other departments on campus and complies with established AJMLS guidelines for part-time employment
- Aids at the Circulation Desk with course reserves functional area
- Utilizes appropriate software and hardware necessary for coordination of assigned functional areas including the EOS circulation system
- Communicates and coordinates with AJMLS students, faculty, staff, or community members on activities for assigned functional area
- Maintain reception area and all common areas in a clean and tidy manner at all times

The ideal candidate will have a minimum of a high school diploma or GED; at least one year of customer service or administrative support experience; and computer skills in MS Office. Must have excellent organizational, verbal and time management skills. Experience in a college, university or law firm is advantageous.

Atlanta's John Marshall Law School is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Atlanta's John Marshall Law School encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. Atlanta's John Marshall Law School undertakes affirmative action strategies in its recruitment and employment efforts to assure that all people have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodations in the application process to contact Ms. Davenport. Submit a resume and three references to:

Cynthia Davenport  
Atlanta's John Marshall Law School  
[cdavenport@johnmarshall.edu](mailto:cdavenport@johnmarshall.edu)  
No Phone Calls Please