



Atlanta's John Marshall Law School is looking for a motivated individual to fill the full-time, non-exempt position of Student Affairs Coordinator. The Student Affairs Coordinator will be responsible for developing and managing activities, events, and programs designed for the professional and social development of students. This role will directly support student organizations and student leaders and create opportunities for student engagement, including programming. The Student Affairs Coordinator will provide leadership and administrative direction to a vibrant and comprehensive student engagement program that complements and supports the mission of the Law School.

### **Ideal Experience and Qualifications**

The ideal candidate will have a minimum of a Bachelor's degree; no prior experience required, however experience in Student Affairs a plus; at least two years in an office environment, with advanced computer skills in MS Word and Excel; must be knowledgeable of FERPA and Title IX compliance; and familiar with law school policy and student affairs trends. Must possess excellent organizational skills and effective written and oral communication.

The Student Affairs Coordinator will be responsible for, but not limited to following:

- Coordinates and assists with the development of content for various programs, initiatives, and events, including, but not limited to, the Professionalism Series, Wellness Wednesdays Series, 21-Day Equity Challenge, Attorney Mentoring Program, Peer Mentoring Program, Student Leadership Training, Convocation on Professionalism, Orientation, Student Organization Awards Program, Student Awards Program, diversity and inclusion trainings, and student organization events
- Works in conjunction with SBA to assist in the management of its budget
- Advises students and student organizations and assists with the event approval process
- Manages student volunteers
- Coordinates and conducts Title IX, student leadership, and diversity and inclusion trainings
- Develops and implements student support services that promote diversity, equity, accessibility and inclusion, develops educational materials that raise awareness about diversity and wellness resources that are available to students, counsels students, and directs students to resources
- Develops bulletins, brochures, flyers, announcements, social media posts, and other materials to promote OSA initiatives and programs
- Manages the Dream Closet
- Other duties and tasks as assigned by the Associate Dean of Student Affairs and the Assistant Director of Student Affairs

Atlanta's John Marshall Law School values a diverse workforce and inclusive culture. We are committed to equal opportunity without regard to race, color, religion, gender, sexual orientation,

gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. We encourage applications from all qualified individuals. Applicants with disabilities who may need accommodations in the application process are to contact Ms. Davenport.

Salary: \$40,500.00

All interested candidates may submit a current professional resume and the names of three 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](mailto:cdavenport@johnmarshall.edu)

NO PHONE CALLS PLEASE