



Atlanta's John Marshall Law School ("AJMLS") is seeking to hire a dynamic **Administrative Assistant to the Director of Externships and Professor of Legal Professions** to join our team on a full-time basis. This role is responsible for providing essential administrative support to the Director of Externships and Associate Professor of Legal Professions at Atlanta's John Marshall Law School. This position ensures smooth operations of the Externship Program by providing administrative support, program coordination, student stakeholder interaction and data management and compliance.

Ideal Experience and Qualifications:

Candidates must have an Associate Degree, Bachelor's degree preferred in a related field; Proficiency in administrative software and technology, including Microsoft Office Suite, Excel, Google platforms, and key platforms, including Canvas, 12Twenty, and Zoom. This candidate must demonstrate strong organizational and multitasking skills, with keen attention to detail and accuracy, as well as the ability to work independently while maintaining confidentiality; and excellent communication skills, including in-person interactions, phone correspondence, and email communication, to effectively engage with students, faculty, and external partners.

This role will be responsible for, but not limited to the following:

- Providing administrative support by managing the Director's calendar, scheduling meetings and site visits, drafting and distributing correspondence, and maintaining records and databases related to externship placements and evaluations
- Overseeing operations and technology management to ensure the seamless functionality of key platforms, including Canvas, 12Twenty, and Zoom
- Managing communications and workflow, tracking key deadlines (e.g., evaluations, expense reports), and proactively addressing action items from emails and calendar updates
- Arranging travel, accommodations, and materials for the Director's site visits and external engagements
- Coordinating and supporting externship programming and outreach, including organizing orientations, workshops, supervisor training sessions, and events for students and field placement partners while promoting program development initiatives
- Serving as the primary liaison for externship students and partners, providing guidance on requirements and applications, coordinating communication, and addressing concerns to ensure successful placements
- Maintaining and managing externship records, ensuring compliance with ABA Standards and institutional policies while tracking placements, evaluations, and program assessments for reporting and accreditation

- Adapts to evolving needs by taking on additional administrative tasks and responsibilities to support the efficiency and success of the program as needed.

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 sex, handicap, 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 accommodations 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
Director of Human Resources
Atlanta's John Marshall Law School
245 Peachtree Center Ave., NE, Suite 1900
Atlanta, Georgia 30303
ccrawford@johnmarshall.edu