



Located in one of America's most vibrant cities, Atlanta's John Marshall Law School is dedicated to providing a high quality legal education consistent with its original mission of providing non-traditional students access to a legal education. The student population is not just ethnically diverse but diverse in life experiences and professional background.

To assist in its mission, Atlanta's John Marshall Law School is seeking an Assistant Dean to lead its Office of Academic Achievement ("OAA"). Reporting directly to the Dean, the Assistant Dean will have full oversight of the Office, including academic programming and staff supervision. The primary goal of the Office is to provide the academic support needed for our students' success both in law school and eventually on the bar exam.

Position Overview

The Assistant Dean will direct the Academic Achievement program. That leadership role includes 1) evaluating the efficacy of the existing program and making recommendations to improve it; 2) managing the academic support personnel, including making assignments, providing advice, and both hiring and retention recommendations to the Dean; 3) teaching courses in the Academic Achievement curriculum; 4) working with students both "one-on-one" and in group settings to improve various academic skills; 5) providing feedback to students on practice exams and exercises throughout their law school careers; and 6) offering pre- and post-graduate study sessions for bar examinations.

The Assistant Dean also works closely with the faculty to ensure students are benefitting from the Academic Achievement programming. As a member of the Dean's senior administrative team, the Assistant Dean will attend and participate at faculty meetings.

The successful candidate will be expected to work independently and be able to:

Determine whether the current program for students is enabling them to develop skills essential for success in law school, including but not limited to, class preparation, study habits, case briefing, outlining, and exam taking;

Teach required courses offered in the Academic Achievement program. The office's current required courses include a 1L Academic Lab, Legal Methods (offered to select number of 1Ls in their second semester), and Mastering Legal Skills (3L course bar prep course). In addition, the successful candidate will need to coordinate and manage Mastering Legal Principles, an MBE skill-building course offered to third year students.

Work with faculty members to design and administer assessment exercises in doctrinal subjects, and to provide individual and group feedback on the same;



Create and teach bar-exam preparation programs that include individual counseling, workshops, and feedback on practice exams for third years and alumni;

Train and manage academic support staff to effectively deliver all of the above academic skills services and programs to students;

Serve on various faculty committees as assigned by the Dean; and

Interact with academic support professionals at other law schools.

The position is a full-time, twelve-month academic appointment, and presence on campus during the summer is expected to accommodate the bar preparation activities offered during that time.

Salary will be competitive and commensurate with experience.

Basic Qualifications:

- 1) A J.D. from an ABA-accredited law school;
- (2) Membership in a state bar, preferably Georgia.
- (3) At least three years of experience as an academic support professional.
- (4) Excellent written, oral, and interpersonal communication skills;
- (5) The ability to assess students' weaknesses and implement programs to address them; and
- (6) The ability to handle confidential information, exhibit good judgment, and interact effectively with a diverse student body, faculty, and staff.

Atlanta's John Marshall Law School is located in the bustling Midtown area of Atlanta. The school is just steps away from the High Arts Center and a short walk from Atlanta's renowned Piedmont Park. A rapid transportation (MARTA) station is conveniently located a few blocks from the law school, which has its own parking deck for faculty, staff, and students.

The law school also has a branch campus in Savannah. That campus has academic support personnel who report to the Assistant Dean.

Interested candidates should forward a cover letter, resume, and the contact information of two references to Dean Malcolm L. Morris c/o Ms. Erika Murray, Executive Assistant to the Dean, at emurray@johnmarshall.edu.