



JOB ANNOUNCEMENT

(Updated 07/2026)

Title: Part-Time Registrar
Department: Institute of Continuing Legal Education (ICLE)
Reports to: Assistant Director of ICLE Operations
Location: Atlanta, Georgia
Classification: Part-Time / Non-Exempt

STATEMENT OF PURPOSE

To provide program support by assisting attendees at continuing legal education seminars. The primary responsibilities of the position entail ensuring that ICLE delivers a well-organized and efficient registration/check-in process.

DUTIES

- Greet, register, check-in and assist program attendees.
- Assist with payment transactions.
- Monitor needs of the program and attendees.
- Report and assist with issues that may arise during a program.
- Ensure the registration process is organized and efficiently executed.
- Answer attendee questions related to credit hours, parking validation, course materials, etc.
- Assist attendees in accessing digital course materials.
- Maintain a clean, organized and presentable work area.
- Communicate attendees' dietary needs and concerns along with requests for special accommodations to Bar staff and/caterer as needed.
- Collaborate with ICLE departmental staff and other State Bar of Georgia departments.
- Provide timely and personal attention to the public and to State Bar of Georgia staff, members and volunteers.
- Comply with State Bar of Georgia policies.
- Perform such other activities, tasks and responsibilities as assigned by ICLE leadership in furtherance of the goals of ICLE.
- Fill in for other registrars, when necessary

REQUIRED EXPERIENCE AND SKILLS

Education, Training and Experience

- Substantial experience and familiarity with hospitality.
- Three years or more of progressive office experience as an administrative assistant or its equivalent.
- Paralegal training/prior experience as a paralegal a plus.
- Prior work experience in private law firms, government legal departments or bar associations a plus.

Tools, Equipment

- Ability to use registration, time management, accounting software and other programs that assist with efficiency.
- Proficiency in use of tablets and computers.
- Mastery of Microsoft Office applications, such as Word and Excel.
- Knowledge of Adobe Acrobat.

Essential Functions of the Job

- Travel is required for this position. Travel expenses shall be reimbursed pursuant to the State Bar policies and procedures
- Work intermittently on an as-scheduled basis. Most programs require registrar to work from approximately 7:00 a.m. to approximately 12:00 p.m. Some programs require travel (to colleges and hotels in various locations, including Athens, Georgia; Augusta, Georgia; Macon, Georgia; Savannah, Georgia; Saint Simons, Georgia; and Amelia Island, Florida). Assist on as-needed basis during times outside of the normal business day.
- Employee is subject to in-person and remote supervision and is expected to perform their job in a State Bar office unless managing or supporting a meeting or event that takes place away from a State Bar office or telecommuting in compliance with State Bar policy.

How to Apply:

- Send an email with your resume and cover letter attached to HR@gabar.org
- Please type “**P/T REGISTRAR**” as the subject line of the email
- Please make sure the cover letter explains your interest in the position, a summary of your work experience, your contact information and, upon request, at least three references.
- Deadline for applications: Until the position is filled

About the State Bar of Georgia: The State Bar of Georgia, with offices in Atlanta, Savannah, and Tifton, was established in 1964 by the Supreme Court of Georgia as the successor to the voluntary Georgia Bar Association, founded in 1884. All lawyers licensed to practice in Georgia belong to the State Bar. Its more than 56,000 members work together to strengthen the constitutional promise of justice for all, promote principles of duty and public service among Georgia’s lawyers and administer a strict code of legal ethics.