

Legal Recruiting & Professional Development Assistant

Legal Personnel Department

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Duties and Responsibilities:

Legal Recruiting:

Qualifications:

- Excellent interpersonal, written, and oral communication skills. Proven ability to interact in a professional manner with lawyers, staff, and personnel at all levels.
 - Excellent organizational skills, attention to detail, and the ability to prioritize and handle multiple tasks efficiently.
 - Ability to work in a collegial team environment, as well as to take initiative and work independently. Excellent client service orientation.
 - Balances competing priorities and works efficiently under the pressure of meeting multiple deadlines with frequent interruptions.
 - Exercises confidentiality and discretion.
 - Strong computer skills, familiarity with database search and data entry, preferably a human resources or learning management system. (Knowledge of viRecruit is a plus.)
 - Strong skills in Microsoft Outlook and Office (Word, Excel, PowerPoint).
 - Must be available to work additional hours, specifically May through September.
 - 1-2 years of experience in a legal recruiting or professional development environment preferred.
 - A college degree is strongly preferred.
- The Legal Recruiting & Professional Development Assistant provides administrative support to the Legal Recruiting and Professional Development department for both the NY and Boston office.
 - Assists with the organization and implementation of the Summer Associate Program, including but not limited to, tracking pre-arrival information, drafting arrival notices, scheduling orientation sessions and exit interviews, creating nametags, and assisting in the planning of social events and training programs.
 - Assists with all aspects of the recruitment process, including, but not limited to, registering for interview programs, resume collect programs and job fairs, maintaining on-campus interview and candidate files, and scheduling candidates for interviews.
 - Assist with all aspects of the on-boarding process of incoming lawyers.
 - Responsible for monitoring the general Legal Recruiting Outlook email account on a daily basis and fielding emails, as appropriate.
 - Assists the appropriate team members with organization of lateral associate and judicial clerk candidate applications, including but not limited to, preparing summaries of candidates for hiring partner review and corresponding with select search Firms.
 - Maintains legal recruiting database, viRecruit, and all candidate files.
 - Prepares all department correspondence to potential candidates and incoming legal personnel.
 - Coordinates payments for incoming and lateral associate hires (bar, clerkship, moving/travel expenses), as well as travel expenses for associate and summer associate candidates.
 - Performs other duties as assigned.

Duties and Responsibilities (Continued):

Professional Development:

- Schedule Professional Development meetings in connection with the evaluation process for the NY lawyers.
- Provide administrative support for training programs run in the New York office and logistical support for NY lawyers attending programs in other offices.
- Manage use of outside training sources. Maintain knowledge base of available training alternatives and respond to inquiries about outside training opportunities. Administer and maintain policies and procedures for lawyer registration at outside training programs.
- Engage in special projects, as assigned, including identified data tracking and report generation.

Salary range is \$65,600 - \$92,347

Status: Non-Exempt

Reports To: Legal Recruitment & Professional Development Director

Workplace Type: In the office Monday through Thursday, remote on Fridays

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