

Legal Recruiting Assistant

Legal Recruiting Department

Summary:

The Legal Recruiting Assistant is a vital member of Covington's Legal Recruiting team and provides administrative support to attract top legal talent. The position will report to the Senior Manager of Legal Recruiting.

[Email Resume Here to Apply](#)

Qualifications:

- Excellent attention to detail and strong organizational skills with the ability to handle multiple projects.
- Strong written and verbal communication skills, with proven ability to communicate effectively.
- Demonstrates use of good judgment, good interpersonal skills, and works harmoniously with others as part of a team.
- Strong service orientation and a high degree of professionalism with the ability to handle confidential and sensitive information with the appropriate discretion.
- Works efficiently under the pressure of meeting multiple deadlines.
- An undergraduate degree is required.
- Must be available to work additional hours as needed from May through July.

Duties and Responsibilities:

- Assists with organizing and implementing the Summer Associate Program, including but not limited to tracking pre-arrival information, drafting arrival notices, scheduling orientation sessions, and exit interviews. Helps with the execution of social events and training programs.
- Assists with all aspects of the recruiting season and "on-campus" interview process, including, but not limited to, registering for on-campus interview programs, resume collect programs and job fairs, maintaining on-campus interview and candidate files, preparing for hiring partner meetings, scheduling candidate interviews and "second look" visits, and post-offer recruiting events.
- Assists 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.
- Monitors the general Legal Recruiting email account on a daily basis and field emails as appropriate.
- Maintains legal recruiting database, viRecruit, and all candidate files as candidates progress through the recruiting process.
- Prepares department correspondence, such as offer letters, to potential candidates.
- Coordinates payments for candidates and associate hires (i.e., travel expenses).
- Performs other duties as assigned.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Non-Exempt
Reports To: Senior Manager of Legal Recruiting
Workplace Type: Hybrid as needed
Salary range is \$54,000-\$76,000.

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Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance.