Legal Recruiting Coordinator
Legal Recruiting Department

Summary:

The Legal Recruiting Coordinator is a vital member of Covington's Legal Recruiting team, executing strategic initiatives to help the firm attract top legal talent. Primarily responsible for coordinating Summer Associate Program and On-Campus Recruiting activities, as well as lateral associate and judicial clerk hiring as set forth in greater detail below. The position will report to the Senior Manager of Legal Recruiting and work closely with the Senior Director of Legal Recruiting, Hiring Committee, and Summer Associate Program Committee.

Email Resume Here to Apply

Qualifications:

- An undergraduate degree and a minimum of one year of legal recruiting experience is required. Law firm experience is strongly preferred.

- 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 with personnel at all levels and externally with candidates and vendors.

- Strong service orientation and a high degree of professionalism with the ability to handle confidential and sensitive information with the appropriate discretion.

- Strong MS Office skills needed, with particular attention to Excel. Experience with viRecruit is a plus.

Duties and Responsibilities:

- Coordinate educational programs, social events, work assignments, and other aspects of the summer program, including small group and mentor assignments. Collaborate and work closely with Summer Associate Program Committee.

- Coordinate virtual on-campus interview programs (OCI) at several law schools, including registration, OCI-related logistics, staffing of interviews, and firm hospitality suites. Coordinate callback interviews, including scheduling callback interviews, greeting and communicating with candidates, collecting interviewer feedback, scheduling "second-look" visits, and post-offer recruiting events.

- Serve as a liaison and work closely with school relationship managers to maintain relationships with law school career services departments and coordinate year-round recruiting initiatives on various law school campuses.

- Assists with building and strengthening relationships with law schools and law student groups to establish or enhance the firm's brand on law school campuses, including various events and pipeline programs.

- Assist with lateral associate and judicial clerk candidate hiring process—interface with search firms and candidates as necessary.

- Monitor and update applicant information in recruiting database (viRecruit) as needed.

- Perform additional duties related to all recruiting functions as assigned by the Senior Director of Legal Recruiting and the Senior Legal Recruiting Manager.

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Qualifications (Continued):

- During peak seasons (May through August), availability for overtime is necessary.

Duties and Responsibilities (Continued):

- 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 $75,000-$106,000.