

Legal Recruiting and Professional Development Coordinator

Legal Recruiting Department

Summary:

The Legal Recruiting and Professional Development Coordinator is a vital member of Covington's Legal Recruiting and Professional Development team, executing components of strategic initiatives to help the Firm attract and retain top legal talent. Primarily responsible for coordinating elements of the Summer Associate Program, student recruiting, lateral associate and judicial clerk hiring, as well as supporting evaluation processes, mentoring program, and new associate orientation. The position will report to Senior Managers of Legal Recruiting and Professional Development and work closely with the Legal Recruiting and Professional Development teams, Hiring Committee, Summer Associate Program Committee, and Managing Partner for Legal Personnel.

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Requirements:

- An undergraduate degree and a minimum of two years of legal recruiting/professional development experience are 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.

Duties and Responsibilities:

Legal Recruiting

- Coordinate social events and other aspects of the summer program. Collaborate and work closely with Summer Associate Program Committee.
- Coordinate student screening interviews sourced through direct applications and school sponsored interview programs such as on-campus interview programs (OCI) and resume collects at several law schools. This includes registration, related logistics, and sourcing interviewers. Coordinate callback interviews, including scheduling callback interviews, greeting and communicating with candidates, collecting interviewer feedback, scheduling "second-look" visits, and post-offer recruiting events.
- Assist with building and strengthening relationships with law schools and law student groups to establish or enhance the Firm's brand on law school campuses. Coordinate year-round recruiting initiatives, including various events, on various law school campuses.
- Assist with lateral associate and judicial clerk candidate hiring process—interface with search Firms and candidates, as necessary.
- Monitor and update all applicant information in recruiting database (viRecurit).

Professional Development

- Assist with the performance management processes for associates, including reviewer follow up, preparing review packets, and scheduling professional development meetings.
- Assist with the design and execution of lawyer onboarding initiatives including drafting welcome communications, creating orientation schedules, and arranging key logistics for efficient lawyer integration.

Requirements (continued):

- Strong MS Office skills needed, with particular attention to Excel.
- Experience with viRecruit, viEval, and Workday is a plus.
- During peak seasons, availability for overtime is necessary.

Duties and Responsibilities (continued):

- Manage the arrival and departure processes for associates using Workday, ensuring the streamlined execution of hiring and termination activities.
- Independently monitor and document integration and development milestones for lawyers, including tracking onboarding check-ins, development discussions, and readiness for promotion. Keeping precise records of practice group assignments, group leader and mentor assignments, and any role changes.
- Handle advance payment submissions for incoming associates, guaranteeing accurate and timely processing.
- Assist with the associate mentoring program by coordinating welcome lunches and aiding in strategic mentor-mentee pairings.
- Coordinate efforts with other offices on the preparation and distribution of monthly mentoring topics and reminders.
- Perform additional duties related to all recruiting and professional development functions as assigned by senior members of the Legal Recruiting and Professional Development teams.

Salary Range is \$75,000 - \$93,500

Status: Non-Exempt

Reports To: Senior Manager of Legal Recruiting

Workplace Type: Hybrid

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>