

Legal Recruiting Senior Coordinator

Legal Recruiting Department

Summary: Primarily responsible for all aspects of the on-campus recruiting process and facilitation of the Summer Associate Program, law school outreach, and lateral associate hiring.

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Qualifications:

- Knowledge of lawyer recruiting processes.
- Ability to handle multiple priorities in a fast-paced and changing work environment.
- Excellent interpersonal skills with the ability to work well with all levels of Firm personnel, search Firm contacts, and external vendors.
- Strong attention to detail, organizational and data-entry skills.
- An undergraduate degree and a minimum of three years of legal recruiting experience in a law firm setting is required.
- Strong MSOffice skills needed, with particular attention to Excel. Experience with viRecruit or another Legal Recruitment database is strongly preferred.
- During peak seasons (May through September), availability for overtime is necessary.
- You must be fully vaccinated against COVID-19 by your hire date to be eligible for starting in the role. Proof of vaccination will be required. Covington will provide reasonable accommodation(s) based on medical or religious grounds for qualified candidates.

Duties and Responsibilities:

- Work closely with the Senior Manager of Legal Recruiting and the Summer Program Committee to plan and coordinate the summer program, including but not limited to the execution of educational programs.
- Prepare draft of Summer Program budget and work with the Senior Manager of Legal Recruiting to track spending against the approved budget.
- Coordinate the Summer Program pipeline programs, such as the LCLD 1L Scholars Program and SEO Intern Program.
- Coordinate the on-campus interview program (OCI) and callback interview process including law school registration and other OCI-related logistics, staffing of firm hospitality suites, scheduling callback interviews, “second-look” visits, and post-offer recruiting events.
- Work closely with school relationship managers regarding year-round recruiting initiatives on various law school campuses.
- Coordinate interview process for lateral associate candidates and ensure evaluations are submitted in a timely manner for hiring partner review. Prepare weekly reports for the hiring partners summarizing the lateral recruiting pipeline, including judicial clerks.
- Draft annual year-end recruiting report for the Hiring Committee. Work with the Senior Manager and Director to finalize report for presentation and distribution.
- Train junior team members on department policies, procedures, and databases.
- Monitor and update applicant information in recruiting database (viRecruit) as needed.
- Perform additional duties as assigned by the Senior Manager of Legal Recruiting and the Director of Legal Recruiting.

Status: Non-Exempt

Reports To: Senior Manager of Legal Recruiting

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