

Legal Recruitment Manager

Legal Recruitment & Professional Development Department

Summary:

Covington's Legal Recruitment Manager is responsible for managing recruitment for the NY office. This position entails working closely with the New York hiring partners and summer program committee members, and reports to the Director of Legal Recruiting and Professional Development for the New York office.

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Qualifications:

- 3+ years of coordinating and managing law firm lawyer recruitment programs.
- Bachelor's degree required. A J.D. or an advanced degree in a relevant field is a plus.
- High attention to detail, exceptional planning and organizational skills, and the ability to manage multiple assignments simultaneously and effectively.
- Excellent interpersonal and communication skills (oral and written), professional demeanor and presentation; ability to interact effectively with candidates, all levels of Firm personnel and a variety of external clients.
- Provide outstanding client service, meet high quality standards for services and meet or exceed client expectations. Proactive in seeking innovative ways in which to help others.
- Possess superior judgment and discretion; recognize confidential, sensitive, and proprietary information and maintain such information as highly confidential.
- Strong problem-solving skills takes initiative and uses good judgment, excellent follow-up skills.

Duties and Responsibilities:

- Works with Director to develop short and long-term hiring strategies to support summer associate, entry-level, and lateral associate recruitment efforts.
- Manages campus recruitment efforts including law school outreach, student group partnerships, branding, and networking events. Includes offer follow-up efforts and events. Travels to on-campus events as needed.
- Manages the call-back interview process. In cooperation with the Legal Recruiting Assistant, organizes and confirms interview schedules and arrangements, and reviews and approves final schedules for distribution to lawyer interviewers.
- Manages post-offer activities, including the coordination of offer dinners, and arranging return visits for candidates with offers.
- Works closely with the assistant to plan Summer Associate social events and educational programs. Attends Summer Associate events and other Firm-sponsored recruiting events.
- Manages recruitment of lateral associate candidates from sourcing to selection. Includes coordination with hiring partners to articulate needs, and interfacing with search Firms.
- Collaborates with the Legal Recruiting Managers across the Firm to plan strategically and identify ways to improve processes and procedures.
- Monitors local market and stays informed with current market trends and law firm news.
- Oversees staff members who support the Firm's hiring activities.
- Provides special project support as needed.

Status: Exempt

Reports To: Director of Legal Recruiting and Professional Development

Qualifications (continued):

- Proficiency in MSWord, Excel and PowerPoint. Must be well versed in viRecruit (preferred), or a similar recruiting database/software.
- Flexibility to work overtime as needed. Some travel required.
- 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.

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