

Professional Development Administrative Assistant

Professional Development Department

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Qualifications:

- Excellent written, oral communication and interpersonal skills, and the ability to interact in a professional manner with lawyers and other personnel at all levels.
- Proven organizational skills, attention to detail, and the ability to prioritize and handle multiple tasks efficiently.
- Ability to work in a collegial team environment, as well as to take initiative and work independently.
- Client service oriented.
- Strong computer skills and exposure to database search and data entry, preferably a human resources or learning management system. (Knowledge of viGlobal is a plus.).
- Highly proficient in Microsoft Office Suite (Outlook Word, Excel, PowerPoint).
- 1-2 years administrative support experience in a professional setting.
- Bachelor's degree.
- 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:

- Support the Professional Development team for all lawyer performance evaluation, professional development processes, and trainings.
- Assist with tracking evaluation completion, scheduling meetings, and analyzing data for evaluation processes.
- Serve as viCLE administrator; assisting with CLE administration and record-keeping for lawyers resident in the DC office and coordinate with other offices to do the same.
- Serve as backup viEval administrator; updating the database when necessary.
- Assist with action plan collection.
- Assist with lawyer development programs.
- Assist with the mentoring program.
- Make updates to the Professional Development intranet website.
- Collect and maintain spreadsheet data on associate profiles and associate departures.
- Schedule welcome meetings for incoming associates with Professional Development Managers.
- Process department budget requests.
- Schedules all Professional Development meetings for DC associates.
- Provide general administrative support for the Professional Development Team as needed, including preparing business correspondence and other documents, coordinating meetings and travel, etc.
- Special projects as directed.
- Perform other duties as needed

Status: Non- Exempt
Reports To: Professional Development Team

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