

Senior Manager of Legal Recruiting

Legal Recruiting Department

Summary: Covington's Senior Manager of Legal Recruiting is responsible for managing lateral associate and law student recruitment for the DC office. This position involves working closely with the DC hiring partners, law school relationship managers, summer associate committee members, and reports to the Director of Legal Recruiting for the DC office.

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Qualifications:

- 5+ years of coordinating and managing law firm lawyer recruitment programs.
- Bachelor's degree, or equivalent combination of education and lawyer recruitment experience.
- E Proficiency in MSWord, Excel, and PowerPoint. Must be well versed in viRecruit (preferred), or a similar recruiting database/software.
- Excellent interpersonal skills. Proven ability to work in a team environment with staff and lawyers at all levels.
- Strong project management, organizational and multi-tasking skills.
- Flexibility to work overtime as needed. Some travel required.

Duties and Responsibilities:

- In cooperation with the Director, oversee and coordinate the associate, judicial clerk, and summer associate recruitment programs.
- Manage lateral associate hiring. Work with practice group leadership to understand practice needs. Engage search firms to source talent. Work with coordinators to review candidate resumes and coordinate interview schedules.
- Manage the OCI process and planning. Oversee law school registration and assembly of OCI teams. Review and screen resumes for pre-select schools and write-in candidates. Leads the summer associate interview call-back process. In cooperation with the legal recruiting coordinators, organize and confirm interview schedules. Manage post-offer activities, including the coordination of offer dinners, arrange second look visits, and other follow-up.
- Manage viRecruit functionality and make recommendations for process improvements across U.S. offices in coordination with IT. Conduct U.S. wide training recruiting team training sessions on any changes or updates.
- Work closely with the coordinators to plan summer associate program including mentor assignments, social events, educational programs, and assignments system. Oversee the scheduling of summer associate exit interviews and ensure that assignment evaluations are completed in a timely manner.
- Manage and input departmental budgets.
- Work with the Director and Staff Recruiting team to recruit and select departmental staff for any approved vacancies. Develop and implement training sessions for new Legal Recruiting team members, including seasonal temporary hires.
- Provides special project support as needed such as annual recruiting report, recruiting videos, website, or recruiting brochure.

Status: Exempt
Reports To: Legal Recruiting Director

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