Senior Manger of Legal Recruiting

Legal Recruitment Department

Summary:

Covington's Senior Manager of Legal Recruiting is responsible for managing lateral associate, judicial clerk, and law student recruitment for the New York office. This position involves working closely with the New York Hiring Committee, Summer Program committee, and reports to the Director of Legal Recruiting and Professional Development for the New York office.

Apply:

Requirements:

- 5+ years of coordinating and managing law Firm lawyer recruitment programs.
- Bachelor's degree, or equivalent combination of education and lawyer recruitment experience.
- 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 business professionals 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 manage the associate, judicial clerk, and summer associate recruitment programs.
- Manage the law student recruiting season planning and execution. Oversee law school outreach, interview program registration, and assembly of interview teams. Review candidate materials for direct applicants and interview programs. Lead the summer associate screening interview and callback process. In cooperation with the Legal Recruiting coordinator, organize and confirm interview schedules and candidate communication. Manage post-offer activities, including the coordination of offer dinners, arrange second-look visits, and other follow-up.
- Build and maintain relationships with law schools, career services professionals, and student organizations. Coordinate engagement to strengthen the Firm's brand and support recruiting objectives.
- Manage lateral associate hiring. Work with Director and practice group leadership to understand practice needs. Engage search Firms to source talent. Work with coordinator to review candidate resumes and coordinate interview schedules.
- Manage judicial clerk applications and former associates returning from a clerkship. Work closely with Hiring Committee, Managing Partners for Legal Personnel, and practice group leadership for clerk hiring.
- Prepare and analyze recruiting metrics and reports related to student, lateral associate, and judicial clerk hiring. Compile and interpret data throughout the recruiting lifecycle to support strategic decision-making and hiring outcomes.

Duties and Responsibilities (continued):

- Work closely with the LRPD team to plan summer associate programs 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 to support informed hiring decisions.
- Manage and input recruiting and summer program budgets.
- Provide special project support for recruiting initiatives such as annual recruiting reports, recruiting videos, website, or recruiting brochure.

Salary Range is $185,000 - $225,000

Status: Exempt
Reports To: NY Director of Legal Recruiting and Professional Development
Workplace Type: Hybrid

We welcome applications from candidates who are authorized to work in the United States for any employer. Please note that the firm is not able to provide or assume employment visa sponsorship for this position.

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

View Covington job applicant privacy notice here:
https://www.cov.com/en/job-applicant-privacy-notice

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