

Global Associate Recruiting Coordinator

Department: Associate Recruiting

Organizational Relationship: Reports to Global Manager of Associate Recruiting

FLSA Status: Non-Exempt

Last Updated: November 25, 2024

General Summary:

The Global Associate Recruiting Coordinator supports firmwide recruiting efforts, including the summer program, entry-level hiring, and campus outreach, while serving as a liaison to law schools and executing associate recruiting strategies.

Essential Duties and Responsibilities:

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Develops relationships with and serves as firm liaison to law schools, career services colleagues, student organizations, vendors, and other recruitment professionals
2. Coordinates firmwide logistics for the summer program, including planning orientation, programming, and events
3. Coordinates firmwide logistics for entry level hiring of associates, including application launch, back end ATS management, and administrative support
4. Keeps up-to-date on the legal hiring market, including trends and policies
5. Develops budgets and monitors recruiting expenses
6. Works with team members and committees to identify new strategies for marketing and promoting the firm
7. Drafts updates and develops presentations and recruiting materials
8. Serves as administrative support to the Recruiting Committee
9. Helps manage and track long-term hiring goals, and prepares and maintains recruitment statistics and reports
10. Assists in executing and representing the firm at recruiting events and external functions
11. Completes special projects on various initiatives as needed
12. Promotes effective work practices, works as a team member, and shows respect for co-workers.

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Position Specifications

Education

- Bachelor's degree or equivalent required

Work Experience

- A minimum of three years' experience in legal recruitment or professional services required

Knowledge, Skills & Abilities

- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer-service focus
- Strong communication skills, both written and verbal
- Ability to handle confidential and sensitive information with the appropriate discretion
- Strong analytical skills with minimal supervision needed
- Strong attention to detail and quality assurance processes
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Knowledge and proficiency in PC applications, including MS Office
- Knowledge and proficiency in applicant tracking systems and interview platforms

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.