

Intern – Staff

Department: Varies

Organizational Relationship: Program Manager

FLSA Status: Non-exempt

Last Updated: December 5, 2023

General Summary:

The Intern – Staff assists with supporting all basic activities associated with the day-to-day operations of the team. The Intern provides support to the firm's administrative departments and will learn about the department while performing a variety of tasks as assigned by managers, supervisors and team members. The Intern may be responsible for report reviews, audits, and processing, organizing and filing department-specific materials, providing telephone and email coverage and support, making document revisions, and performing data-entry of department-specific materials.

Essential Duties and Responsibilities:

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

1. Provides administrative support relevant to the department and assists with all tasks supporting the staff in the designated department
2. Participates in general business skills training and department-specific training led by manager, supervisor, or team member
3. Shadows junior members of department to gain exposure and insight into day-to-day tasks and responsibilities within the respective department
4. Reviews, processes, and audits reports
5. Utilizes programs such as Excel, Word, PowerPoint and/or Access to file and track department records and create materials as requested
6. Organizes and files department-specific materials
7. Provides communication coverage and support; directs inquiries to appropriate parties and/or records messages for recipients
8. Makes revisions to documents as directed
9. Assists with maintaining the department's databases, including collecting and inputting data
10. Completes special projects regarding various issues as needed

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11. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Enrolled student

Work Experience

- No prior work experience required

Knowledge, Skills & Abilities

- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Strong verbal and written communication skills
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Attention to detail and ability to create accurate work product
- Knowledge and proficiency in PC applications, including MS Office

Additional Requirements

- None

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.