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Job Description

Job Title	Assistant, Legal Recruiting
Location	New York
Department	Legal Recruiting
Reports to	Chief Legal Recruiting Officer
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Monday through Friday, 9:30 am – 5:30 pm (overtime as required)
Position Summary	The Legal Recruiting Assistant will assist the Legal Recruiting Department with all aspects of attorney recruitment and hiring, including on-campus/law student recruitment and the summer associate program.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">– Schedule applicants for callback interviews, and track school-specific offers– Greet applicants upon arrival, provide office tours and escort applicants to interviews– Coordinate, track, and attend specific summer associate program and law student recruiting events– Liaise with summer associates to address inquiries and other general matters– Enter and maintain accurate candidate information in the recruitment database (viDesktop)– Additional projects as assigned by the department Chief and Managers
Qualifications/Position Requirements	<ul style="list-style-type: none">– Self-motivated, proactive, positive, team player– Punctual, reliable, and flexibility to work long hours as needed– Excellent interpersonal skills including the ability to interact effectively with attorneys and staff– Excellent written and verbal communication skills– Strong organizational skills, and a meticulous attention to detail including the ability to proofread for

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typographical, spelling, grammatical, and formatting errors

- Ability to prioritize and multi-task in a time-sensitive environment while maintaining the highest standards of work quality
- Good judgment and professional maturity including the ability to manage confidential information with the utmost discretion
- Proficient in Word, Excel, PowerPoint, Outlook and other applications as needed
- Experience with viDesktop is a plus

Education and/or Experience

- Bachelor's degree
- 1-3 years' legal recruiting experience

Compensation

Commensurate with experience

To Apply

Submit resume and cover letter to: hr.ny@davispolk.com

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.