

# Davis Polk

Davis Polk & Wardwell LLP (including its associated entities) is an elite global law firm with world-class practices across the board. Clients know they can rely on Davis Polk for their most challenging legal and business matters. Our approximately 1,000 lawyers located in 10 offices in the world's key financial centers and political capitals collaborate seamlessly to deliver exceptional service, sophisticated advice and creative, practical solutions. Visit [davispolk.com](http://davispolk.com).

## Job Description

---

<b>Job Title</b>	Coordinator, Professional Development
<b>Location</b>	New York
<b>Department</b>	Professional Development
<b>Reports to</b>	Chief Professional Development Officer
<b>Exempt/Non-Exempt</b>	Non-Exempt
<b>Work Schedule</b>	Monday through Friday, 9:30 am – 5:30 pm (overtime as required)
<b>Position Summary</b>	The Coordinator, Professional Development will provide various clerical and organizational support to the PD team as needed.
<b>Essential Duties and Responsibilities</b>	Typical responsibilities include, but are not limited to, the following:

### Counsel and Associate Reviews

- Oversee annual, interim, off-cycle and mid-year reviews for all litigation group practices firm-wide.
- Create timetable and outline for mid-year, off-cycle, and annual reviews. Follow steps to keep everything on schedule. Ensure all necessary emails are sent out to associates, partners and management committee to keep everyone informed of what to expect.
- Troubleshoot problems and work with IT to swiftly fix issues. Communicate with reviewers regarding intake and resolution of problems.

### Departures

- Update annual associate/counsel departure chart, maintain statistics, and prepare annual departure analysis.
  - Review and approve departure party expense reports. Communicate with practice group partners if there is a question or issues with reimbursement request.
  - Track associates leaving for a clerkship and maintain log for date of departure, returns, and status of exit interview.
-

- Collect feedback for departing associate from relevant partners, counsel, and associates.

## **Training and CLE and Mentoring Programs**

- Provide organizational support to running of mentorship programs, including Career Advisor Program.
- Process CLE forms and any ad hoc CLE requests.
- Assist with administrative and logistical tasks for trainings and mentoring programs.

## **Parental Leave Program**

- Update and maintain tracker for new parents and post-leave check-ins.
- Coordinate sending out toolkits to new parents.
- Send out emails with pertinent information and resources to new parents.

## **Utilization Reports**

- For the Senior Leadership Team and relevant Practice Group Heads, prepare reports in preparation for biannual meetings regarding utilization.
- Prepare and distribute hours reports for practice group coordinators, staffing partners and Professional Development Managers.

## **Ad Hoc Projects (examples):**

- Assist Management Committee/Practice Group Leaders by creating PowerPoint Presentations for lateral partner and counsel hires.
- Provide statistical data in response to questions pertaining to diversity, departures, rotations, and laterals amongst the attorney population.
- Assist with any logistics and administrative tasks related to ad hoc events.

---

## **Qualifications/Position Requirements**

- Excellent communication skills both written and oral.
  - Ability to work independently and also collaboratively with other offices and staff.
  - Ability to maintain confidentiality of personnel and other sensitive matters is critical.
  - Proficient in Excel (pivot tables, running and creating functions).
-

# Davis Polk

---

<b>Education and/or Experience</b>	— Bachelor's degree required.
------------------------------------	-------------------------------

---

<b>Compensation</b>	Commensurate with experience
---------------------	------------------------------

---

<b>To Apply</b>	Submit resume and cover letter to: <a href="mailto:hr.ny@davispolk.com">hr.ny@davispolk.com</a>
-----------------	---

---

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.