

Davis Polk

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Job Description

Job Title	Assistant, Legal Recruiting & Professional Development
Location	Washington, DC
Department	Legal Recruiting & Professional Development
Reports to	Chief Legal Recruiting Officer & Chief Professional Development Officer
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Monday – Friday, 9:30 a.m. to 5:30 p.m. (overtime as required)
Position Summary	<p>The Legal Recruiting & Professional Development Assistant is responsible for assisting the Coordinator in all aspects of legal recruitment, including law school recruitment and lateral hiring, and managing the summer associate program. This position will also support the professional development department, which will include, among other things, assisting with associate training, the performance review process, coordinating practice group and affinity group events, and reviewing bar and CLE registration/compliance issues.</p>
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <p>Legal Recruiting:</p> <ul style="list-style-type: none">— Assist and provide support for local hiring and DEI initiatives, including preparation of DC specific recruiting materials— Assist and provide support in the administration of the law school interview process, including interview scheduling, and event planning— Enter and maintain accurate candidate information in the recruitment database (viDesktop)— Assist and provide support for all aspects of the summer associate program— Additional projects as assigned by the department Chief and Coordinator

Professional Development:

- Coordinate new associate training program and ongoing training efforts
- Review bar and CLE registration/compliance issues
- Communicate and respond to ad-hoc associate counseling issues ranging in topics from work assignments, policies, practice teams and giving or receiving feedback
- Assist with projects in connection with performance reviews
- Work with the PD coordinator and liaise with DEI team to arrange practice group and affinity group events for DC office
- Additional projects as assigned by the department Chief and Coordinator

Qualifications/Position Requirements

- 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
- Ability to prioritize and multi-task in a time-sensitive environment while maintaining the highest standards of work quality
- Proficient in Word, Excel, PowerPoint, Outlook and other applications as needed

Education and/or Experience

- Bachelor's degree
- 0-2 years' legal recruiting and/or professional development experience
- Experience with viDesktop is a plus

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.