

# Research Services Associate Director

<b>PeopleSoft Job Code / Title:</b>	TBD / Research Services Associate Director
<b>Department / Subdepartment:</b>	Research Services / Technology & Information Services
<b>Organizational Relationship:</b>	Reports to Director
<b>FLSA Status:</b>	Exempt
<b>UCM Level:</b>	Level 6
<b>Last Updated:</b>	March 6, 2026

## Department / Subdepartment Overview

The Research Services professionals provide comprehensive legal, business, and industry information research to attorneys and staff, develop research resources collection, monitor current developments, and provide training on research resources and strategy.

## Role Overview

The Research Services Associate Director is responsible for department services, staffing and operations in the relevant region. The associate director works with the Research Services Director, Technology & Information Services leadership, and practice office leadership to develop and lead Research Services in the relevant region while assuring consistency with firm policies and procedures.

## Essential Duties and Key Responsibilities

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

1. Leads all facets of research services in a region including research & analysis, monitoring services and special projects, outreach and awareness, and operations
2. Collaborates with the Research Services Director, Technology & Information Services and with other business services to enhance workflow and streamline processes to meet attorney and business services research needs by leveraging artificial intelligence and other innovative technologies
3. Supervises and develops Research Managers; provides regular feedback and generates formal performance evaluations as required; makes recommendations in selecting, coaching, and counseling department employees with department leadership and Human Capital & Talent
4. Contributes to the development of new concepts, techniques, and standards for research services in alignment with the firm's overall strategy
5. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Knowledge, Skills & Abilities

- Ability and experience in developing solutions to a variety of complex problems, requiring the regular use of ingenuity and innovation while ensuring all solutions are consistent with organization objectives
- Communicates effectively and clearly, ensuring beneficial outcomes for all customers
- Experience leading teams, particularly in adapting to change while ensuring excellent services
- Superior knowledge of research platforms and operational systems

## Position Specifications

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## *Typical Experience*

- Typical years of relevant experience: a minimum of nine years' relevant professional experience required
- Typical years of cumulative experience: ten plus years

## *Education*

- Master's degree or J.D. required

## **Working Conditions and Physical Demands**

- Push, pull, carry up to 15 pounds
- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel is required
- 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.