

Associate Recruiting Assistant

PeopleSoft Job Code / Title: 7154 / HC&T Assistant
Department / Subdepartment: HC&T / Associate Recruiting
Organizational Relationship: Reports to Level 3 or above
FLSA Status: Nonexempt
UCM Level: Level 1
Last Updated: 2.12.25

Department / Subdepartment Overview

Associate Recruiting is responsible for the recruitment and hiring of top talent for all associate-level positions at Latham & Watkins. This includes summer associates, stagiaires, referendars, trainees, new associates, and lateral associates. Associate Recruiting collaborates closely with firm leadership committees and various professional services departments to develop and execute our strategic associate recruiting initiatives.

Role Overview

The Associate Recruiting Assistant is responsible for assisting with all phases of entry-level hiring and the summer program, managing applicant materials, correspondence, and coordinating interview schedules and recruiting events.

Essential Duties and Key Responsibilities

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

1. Assists with the coordination of the applicant process by preparing correspondence with recruits and maintaining filing systems/databases; processes applicant materials for review by appropriate individuals and committee members; coordinates interview schedules for recruits and interviewers
2. Assists in organizing and representing the firm at recruiting events and external functions, including the firm's Summer Program
3. Generates specialized recruiting reports and materials
4. Assists with the coordination of meetings for presentations regarding committee-related topics and participating in local and global recruiting committee business
5. Processes expenses and reimbursements associated with recruiting efforts
6. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Well-developed interpersonal and communication skills, both written and verbal, to interact effectively at all organizational levels and work well in a team with a customer-service focus
- Ability to handle confidential and sensitive information with appropriate discretion and strong attention to detail for quality assurance
- Organizational and analytical skills to manage time, prioritize tasks, handle multiple deadlines, and work with minimal supervision, along with proficiency in MS Office

Position Specifications

Typical Experience

- Previous professional experience preferred

Education

- Bachelor's degree or equivalent required

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Occasional travel, including both domestic and international travel, may be required
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- 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.