

Associate Recruiting Coordinator

PeopleSoft Job Code / Title: 7152 / HC&T Coordinator
Department / Subdepartment: HC&T / Associate Recruiting
Organizational Relationship: Reports to level 3 or above
FLSA Status: Non-exempt
UCM Level: Level 2
Last Updated: 1.28.25

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 Coordinator is responsible for supporting all aspects of entry-level hiring of associates, including the summer program and campus outreach, while serving as a liaison to law schools and developing strategies and budgets.

Essential Duties and Key Responsibilities

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

1. Supports all phases of recruiting efforts, focusing on the summer program, campus outreach, and entry-level hiring, including coordinating candidate interviews and correspondence, performing GPA calculations, and maintaining candidate records
2. Develops and maintains relationships with target law schools, career services, student organizations, vendors, and other recruitment professionals; serves as the firm's liaison while assisting in executing and representing the firm at recruiting and external functions
3. Plans and executes logistics for the summer program and entry-level hiring, including orientation, programming, events, and offer letters
4. Develops and monitors budgets and expenses for outreach and recruiting efforts, and collaborates with team members and committees to identify and implement new marketing and promotional strategies
5. Provides administrative support to the Recruiting Committee; assists in managing long-term hiring goals, preparing recruitment statistics and reports, and developing presentations for internal and external audiences
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, strong analytical skills with minimal supervision, and attention to detail for quality assurance
- Organizational skills to manage time, prioritize tasks, handle multiple deadlines, and proficiency in MS Office, applicant tracking systems, and interview platforms

Position Specifications

Typical Experience

- A minimum of two years' experience in legal recruitment or professional services required

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.