

# Associate Recruiting Manager – Entry Level Hiring

**PeopleSoft Job Code / Title:** 7156 / HC&T Manager  
**Department / Subdepartment:** HC&T / Associate Recruiting  
**Organizational Relationship:** Reports to level 6 or above  
**FLSA Status:** Exempt  
**UCM Level:** Level 5  
**Last Updated:** 6.26.25

## 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, referendaris, 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 Manager – Entry Level Hiring is responsible for overseeing the entry level hiring process for the assigned region. The manager will use their experience and understanding of the legal and competitive market landscape to strategically plan and implement department goals and objectives.

## Essential Duties and Key Responsibilities

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

1. Oversees the associate recruiting function for the local office, supports the Recruiting Committee in hiring summer associates as well as new associates and judicial clerks when applicable
2. Stays abreast of current and pending employment laws, market trends, and competitor recruiting policies; supports strategic initiatives of the firm's management committees by developing and maintaining relationships with office leadership and recommending changes to enhance the firm's competitive edge
3. Builds and maintains strong relationships with firm leaders and industry leaders, including regional law schools; focuses on enhancing the firm's brand and influence by coordinating outreach efforts and engaging with key stakeholders; provides research, analyzes data, and generates reports to support the firm's strategic goals and maintain a robust professional network
4. Oversees a team that supports the manager and the firm in all endeavors; organizes, assigns, delegates, and coordinates staff work to manage workflow and resources effectively, especially during peak periods, while fostering a collaborative and efficient team environment
5. Promotes effective work practices, works as a team member, and shows respect for others

## Knowledge, Skills & Abilities

- Excellent leadership and interpersonal skills, including organizing, planning, problem-solving, decision-making, and effective interaction with all organizational levels
- Proficiency in PC applications, including MS Office, database management, and applicant tracking systems, with the ability to conduct thorough analyses and reports

- Handling confidential and sensitive information with appropriate discretion

## Position Specifications

### *Typical Experience*

- Typical years of relevant experience: a minimum of seven years' experience in legal recruitment or professional services required
- Typical years of cumulative experience: a minimum of seven years
- A minimum two years' supervisory experience in a related field 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.