

Associate Recruiting Senior Coordinator

PeopleSoft Job Code / Title: 7149 / HC&T Senior Coordinator
Department / Subdepartment: HC&T / Associate Recruiting
Organizational Relationship: Reports to level 4 or above
FLSA Status: Exempt
UCM Level: Level 3
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 Senior Coordinator is responsible for coordinating all phases of recruiting (specializing in a particular area in offices where applicable), including the summer program, entry level hiring, and campus outreach, while serving as a liaison to law schools, coordinating with internal departments, and providing mentorship and support to junior team members.

Essential Duties and Key Responsibilities

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

1. Coordinates all phases of recruiting efforts, including the execution of the summer program, campus outreach, and entry-level hiring; manages candidate interviews, correspondence, GPA calculations, and onboarding communication
2. Develops and maintains relationships with target law schools, career services, student organizations, vendors, and recruitment professionals; serves as the firm's liaison and represents the firm at recruiting and external functions
3. Ensures compliance with federal and state legislation and best practices, while developing and monitoring budgets and expenses for outreach and recruiting efforts
4. Collaborates with team members and committees to identify and implement new marketing and promotional strategies; provides administrative support to the Recruiting Committee by preparing recruitment statistics, reports, and presentations
5. Oversees the work of coordinators, assistants, and interns; provides informal feedback, and supports the professional development of junior team members
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 lead teams with a customer-service focus

- Advanced organizational and analytical skills to manage time, prioritize tasks, handle multiple deadlines, and supervise others to ensure compliance and accuracy, while using independent judgment for decision-making
- Proficiency in MS Office, applicant tracking systems, interview platforms, and other necessary software, with the ability to undertake large projects, develop alternative methods, and implement solutions

Position Specifications

Typical Experience

- Typical years of relevant experience: a minimum of five years' experience in legal recruitment or professional services required
- Typical years of cumulative experience: a minimum of five years

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.