

Partner & Counsel Onboarding Assistant

PeopleSoft Job Code / Title:	7043 / Partner Integration Assistant
Department / Subdepartment:	Partner Recruiting & Integration
Organizational Relationship:	Reports to the Partner Onboarding & Integration Program Manager
FLSA Status:	Non-Exempt
UCM Level:	n/a
Last Updated:	July 3, 2025

Role Overview

The Partner & Counsel Onboarding Assistant provides administrative assistance in support of all aspects of lateral partner and counsel onboarding and contributing to the smooth transition of each lateral partner and counsel to the firm.

Essential Duties and Key Responsibilities

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

1. Under the guidance of the Partner & Counsel Onboarding team assists with the coordination and execution of all aspects of the firmwide lateral partner and counsel onboarding process.
2. Assists in the preparation of a tailored onboarding schedule for each lateral partner and counsel, in accordance with the firm’s global lateral onboarding curriculum and in furtherance of the specific onboarding priorities for the lateral partner and counsel. Provides assistance with the scheduling and, if necessary, rescheduling of each required meeting.
3. Provides assistance to the Partner & Counsel Onboarding Team by creating initial drafts of various onboarding deliverables and maintaining various internal checklists, workflow documents, and other materials utilized in the partner and counsel onboarding process.
4. Assists in recording and analyzing onboarding feedback data.
5. Works closely with other members of the Partner Recruiting & Integration (PRI) Department to ensure a seamless transition for each lateral partner and counsel from the recruiting phase to the onboarding phase.
6. Assists the Partner & Counsel Onboarding Team and other members of the PRI Department with special projects, as needed.
7. Promotes effective work practices, works as a team member, and shows respect for all co-workers.

Knowledge, Skills & Abilities

- Excellent organizational skills to manage time, prioritize and handle multiple deadlines
- Strong attention to detail
- Ability to conform to shifting priorities, demands and timelines
- Ability to identify complex issues and escalate as appropriate
- Well-developed and professional interpersonal skills
- Ability to interact effectively with people at all organizational levels of the firm, including partners
- Ability to work collaboratively in a team environment with a customer service focus
- Ability to support interdisciplinary projects and initiatives

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- Ability to develop strong knowledge of firm resources, policies and procedures and a deep understanding of firm culture
- Excellent communication skills, both written and oral
- Ability to apply sensitivity to the needs of diverse and multicultural constituencies
- Strong knowledge of and proficiency with a variety of desktop and web-based applications, including Microsoft Word, Excel, PowerPoint, Teams, and OneNote; SharePoint; Asana
- Ability to learn and leverage firm artificial intelligence tools and other emerging technologies to drive efficiency in department processes and workflow
- Ability to apply judgment and to handle highly confidential and sensitive information with appropriate discretion and escalate issues as appropriate
- Ability to serve as a brand ambassador to the PRI Department by displaying a positive attitude and by providing exceptional service to all stakeholders

Position Specifications

Typical Experience

- A minimum of one year of law firm, administrative, or professional office experience preferred

Education

- High school diploma or equivalent required
- Bachelor's degree or equivalent preferred

Working Conditions and Physical Demands

- 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 may be 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.