

Pre-Law Intern

PeopleSoft Job Code / Title: 5266 / Intern - Staff
Department / Subdepartment: Varies
Organizational Relationship: Program Manager
FLSA Status: Non-Exempt
UCM Level: N/A
Last Updated: April 14, 2025

Role Overview

The Pre-Law Intern assists with supporting all basic activities associated with the day-to-day operations of the team. The Intern provides support to the firm's administrative departments and will learn about the department while performing a variety of tasks as assigned by managers, supervisors and team members. The Intern may be responsible for report reviews, audits, and processing, organizing and filing department-specific materials, providing telephone and email coverage and support, making document revisions, and performing data-entry of department-specific materials.

Essential Duties and Key Responsibilities

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

1. Provide administrative support relevant to the department and assist with all tasks supporting the staff in the designated department
2. Participate in general business skills training and department-specific training led by manager, supervisor, or team member
3. Shadow junior members of department to gain exposure and insight into day-to-day tasks and responsibilities within the respective department
4. Utilize programs such as Excel, Word and/or PowerPoint to file and track department records and create materials as requested
5. Organize and file department-specific materials
6. Provide communication coverage and support; direct inquiries to appropriate parties and/or record messages for recipients
7. Make revisions to documents as directed
8. Assist with maintaining the department's databases, including collecting and inputting data
9. Complete special projects regarding various issues as needed
10. Promote effective work practices, work as a team member, and show respect for co-workers

Knowledge, Skills & Abilities

- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Strong verbal and written communication skills
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Attention to detail and ability to create accurate work product
- Knowledge and proficiency in PC applications, including MS Office

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Position Specifications

Typical Experience

- No prior work experience required

Education

- Currently enrolled student

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
- 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.