

Senior Manager of Attorney Recruitment, New York

Department: Human Capital & Talent

Organizational Relationship: Reports to the Director of Associate Recruiting – United States

FLSA Status: Exempt

Last Updated: September 12, 2023

General Summary:

The Senior Manager of Attorney Recruitment, in coordination with the New York office, department, and practice group leadership, the Global Attorney Recruiting team, and local Recruiting Committee members, oversees the New York associate recruiting strategy. The Senior Manager, in collaboration with office leadership, is responsible for creating and implementing the recruiting strategy for New York entry-level and lateral associate hiring as it relates to recruiting programs, outreach, retention, summer staffing, integration, diversity, and cultural objectives of the firm. As a member of the Human Capital & Talent team, they may assist with, coordinate or lead global projects or support efforts. They will also assist with other local attorney-related activities including diversity and affinity group efforts, well-being programs, and other initiatives, as necessitated by the needs of the office and in consultation with the New York office, department, and practice group leadership, as well as local and global committee members and support staff. The Senior Manager develops and oversees the local recruiting team by performing a multitude of responsibilities, including but not limited to, hiring, assignments, training, evaluations, disciplines, terminations, and salary and bonus administration.

Essential Duties and Responsibilities

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

1. Creates and implements local recruiting strategy for entry-level and lateral hiring, ensuring to incorporate the goals and objectives from office leadership and the local Recruiting Committee
2. Contributes to the development of and supports the firm’s strategic initiatives in the New York office, related to attorney recruiting, hiring, development, integration, and recruiting programs
3. Develops and maintains relationships with local committee members, Office Managing Partners, Local Department Chairs, Practice Group Chairs, staffing partners/counsel, the Director of Administration and the Global Recruiting department as it relates to the attorney recruiting needs of the office
4. Meets regularly with local Recruiting Committee, and works with office, department, and practice group leadership to address ongoing recruiting needs and issues including strategy, outreach, diversity, hiring programs, and other recruiting initiatives

5. Oversees New York hiring programs including the summer program, processes, outreach, and aligning with office strategy; develops and maintains positive relationship with regional and key law schools, and identifies outreach opportunities that align with office goals
6. Works with office, department, and practice group leadership to create and implement lateral associate hiring strategy for the New York office
7. Serves as ambassador of the firm's brand at law schools, with pre-law students, and in the legal community at large
8. Manages the entry-level hiring process and pipeline programs at all levels, including but not limited to the hiring of pre-law positions, summer associates, diversity scholar positions, practice group scholar positions, new associates, and judicial clerks; makes recommendations for other recruiting program participation
9. Oversees a team of Attorney Recruitment staff responsible for the day-to-day mechanics of law school recruiting, summer programs, and campus outreach, and supports their professional development endeavors; organizes, assigns, delegates, and coordinates the work of the staff to ensure department objectives are met timely and accurately
10. Provides research, analyzes data, and generates reports as requested by the local Recruiting Committee, Office Managing Partners, Director of Administration, Global Recruiting department, and others
11. Continuously analyzes recruiting season results, historical trends, impact of law school outreach and success in surveys and rankings, with a key emphasis on remaining competitive in an everchanging recruiting landscape
12. Handles escalated recruiting inquiries and issues to ensure quick, equitable resolution
13. Monitors the recruiting policies of competitor law firms, including bonuses, progression credit, relocation expenses and stipends, and recommends changes to existing firmwide policies when appropriate; provides continuous benchmarking and gathers best practices information through participation in local, regional, and national associations
14. Develops budgets and monitors expenses for outreach and recruiting programs, including the summer program, office events, and interviews
15. Completes special projects as needed

Position Specifications

Education

- Bachelor's degree or equivalent required

Work Experience

- A minimum of seven years' experience in legal recruitment or professional services preferred
- A minimum four years' experience in management in a related field preferred

Knowledge, Skills, and Abilities

- Ability to handle confidential and sensitive information with the appropriate discretion
- Knowledge of legal employment issues
- Advanced organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Excellent leadership skills (e.g., organizing, planning, problem-solving and decision-making) and ability to manage work of others to ensure compliance and accuracy

- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Excellent communication skills, both written and verbal
- Ability to perceive and analyze complex problems, and a capacity to make or recommend sound decisions
- Sensitivity towards the needs of diverse and multicultural constituencies
- Ability to work in a team environment with a customer service focus
- Strong project management skills
- Excellent computer and technical skills, including PowerPoint, HTML, and database management
- Participates actively in professional organizations, including the National Association for Law Placement (NALP), city groups and other appropriate legal associations

Working Conditions

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.