

# JOB DESCRIPTION



Position Title:	Attorney Recruiting Coordinator	Department:	Attorney Recruiting
Reports to:	Director of New Associate Recruiting and Executive Administrator	FLSA:	Non-Exempt

**Overall Objective of the Position:**

Established Charlotte-based law firm is seeking a full-time Attorney Recruiting Coordinator to support the recruiting and hiring of entry-level and lateral lawyers and firm events/initiatives. Candidates must have a four-year degree and at least one to two years of relevant experience. The position will report to the Director of New Associate Recruiting and will also work with the firm’s Executive Administrator.

This position requires strong interpersonal, organization, time management, and communication skills paired with a dedicated client service mentality. This position is the face of the firm in many situations, and the individual must create and maintain a positive image through interactions with applicants, law school career services personnel, attorneys, staff, vendors, and the local bar.

<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Ability to coordinate and work together with other employees</li> <li>• Able to handle stress and high-pressure situations</li> <li>• Able to prioritize tasks and perform under tight deadlines</li> <li>• Excellent verbal and written communication and listening skills</li> <li>• Excellent interpersonal and technical skills.</li> <li>• Excellent organizational skills and attention to detail</li> <li>• Strong analytical and problem-solving skills</li> <li>• Proficient with Microsoft Office Suite or related software</li> <li>• Knowledge of a broad variety of information technology software systems</li> <li>• Ownership, accuracy and thoroughness of work product; work must be complete and organized</li> <li>• Ability to strategize, plan and think outside the box</li> <li>• Follows directions; ask questions and understand work procedures.</li> <li>• Awareness and understanding of human resources and firm policies and procedures</li> <li>• Ability to keep information confidential</li> </ul>
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<p><b>Job Functions at the request of attorneys, staff and/or managers:</b></p>	<ul style="list-style-type: none"> <li>• Provide support for entry-level associate and law student recruitment by pre-screening resumes, tracking candidates, coordinating the interview process, helping with offer letter preparation, and orienting new hires.</li> <li>• Assist in coordinating the On-Campus Interview (OCI) and callback process, including preparing job postings and law school registrations, tracking and evaluation of candidates, preparing follow-up letters, and recruiting committee materials.</li> <li>• Work closely with the department director and Recruiting Committee in implementing the firm's Summer Associate program, including pre-arrival processes and communications, tracking assignments and evaluations, planning and executing social activities, and preparing recruiting committee materials.</li> <li>• Coordinate and send response letters to interviewed candidates and write-in submissions.</li> <li>• Maintain legal recruiting database and statistical reports.</li> <li>• Network, promote and build relationships with candidates, law schools, and other legal recruiting sources.</li> <li>• Support the firm's efforts to recruit, mentor, retain and develop lawyers with diverse backgrounds, outlooks and interests.</li> <li>• Coordinate on-campus and virtual recruiting events and social activities with candidates in the firm pipeline</li> <li>• Assist the business development and marketing team with social media posts to promote the firm's recruiting efforts and highlight the summer program.</li> <li>• Work with the Recruiting Committee and management to help coordinate the advertisement, selection and recruitment of candidates for the Robinson Bradshaw Diversity Fellowship</li> <li>• Maintain statistical information for the firm and survey reporting.</li> <li>• Process applicant files and recruiting materials for record keeping and proper storage</li> <li>• Assist with lateral attorney recruitment process, including coordinating travel and interviews for candidates, processing evaluations and onboarding new hires</li> <li>• Support the firm's participation in local bar diversity clerkships and job fairs.</li> <li>• Maintain recruiting materials and assist in the creation of new collateral for potential candidates and recruits</li> <li>• Coordinate year-round contact with recruits in firm pipeline</li> <li>• Assist in coordinating firm events and provide support for other administration initiatives.</li> </ul>
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**PRE-REQUISITE KNOWLEDGE, SKILLS AND ABILITIES:**

1. Bachelor's degree and one to two years of relevant experience.
2. Outstanding oral and written communication skills to effectively interface with all levels of firm management, attorneys, staff, clients and potential candidates.
3. Ability to work independently and prioritize multiple projects simultaneously and successfully, many with tight deadlines.
4. Strong organizational, problem-solving and analytical skills. Statistical experience helpful.
5. Creative, flexible and innovative team player.
6. Interest in and familiarity with diversity-related programs.
7. Experience working with LawCruit, Symplicity or similar applicant tracking software is helpful.
8. Knowledge of Microsoft Office products including Word, Excel, Outlook, etc.
9. Must be proactive and results-oriented.
10. Ability to recognize confidential information and to maintain confidentiality of such information.

**PHYSICAL EFFORT AND PHYSICAL WORK ENVIRONMENT:**

**Section 1**

Sedentary Work: Lifting 20 lbs. maximum and occasionally lifting and/or carrying items such as files, boxes, binders, exhibits, and office equipment. Walking and standing are required moderately.

**Section 2** (Expressed in percentage of time engaged in activity)

<b>Factor #1 - Frequency</b>	<u>20%</u>	<b>Factor #4 - Frequency</b>	<u>100%</u>
<ul style="list-style-type: none"><li>• Lifting</li><li>• Carrying</li></ul>	Pushing Pulling	<ul style="list-style-type: none"><li>• Reaching</li><li>• Handling</li></ul>	Feeling Keyboarding
<b>Factor #2 - Frequency</b>	<u>0%</u>	<b>Factor #5 - Frequency</b>	<u>100%</u>
<ul style="list-style-type: none"><li>• Climbing</li><li>• Balancing</li></ul>		<ul style="list-style-type: none"><li>• Talking (Expressing or exchanging ideas by means of the spoken word.)</li><li>• Hearing (Perceiving the nature of sounds by the ear.)</li></ul>	
<b>Factor #3 - Frequency</b>	<u>10%</u>	<b>Factor #6 - Frequency</b>	<u>100%</u>
<ul style="list-style-type: none"><li>• Stooping</li><li>• Kneeling</li></ul>	Crouching Crawling	<ul style="list-style-type: none"><li>• Seeing (Visual acuity, depth, perception, field of vision, color vision)</li></ul>	

**Section 3**

<b>Factor #1 - Frequency</b>	<u>0%</u>	<b>Factor #5 - Frequency</b>	<u>5%</u>
<ul style="list-style-type: none"><li>• Work is performed inside</li></ul>		<ul style="list-style-type: none"><li>• Mechanical hazards such as from using sharp tools, hand trucks, etc.</li></ul>	
<b>Factor #2 - Frequency</b>	<u>0%</u>	<b>Factor #6 - Frequency</b>	<u>0%</u>
<ul style="list-style-type: none"><li>• Extremes of heat, cold or temperature changes</li></ul>		<ul style="list-style-type: none"><li>• Electrical hazards</li></ul>	
<b>Factor #3 - Frequency</b>	<u>0%</u>	<b>Factor #7 - Frequency</b>	<u>0%</u>
<ul style="list-style-type: none"><li>• Humidity or wetness</li></ul>		<ul style="list-style-type: none"><li>• Fire or chemical hazards</li></ul>	
<b>Factor #4 - Frequency</b>	<u>0%</u>	<b>Factor #8 - Frequency</b>	<u>0%</u>
<ul style="list-style-type: none"><li>• Noise and Vibration</li></ul>		<ul style="list-style-type: none"><li>• Fumes, odors, toxic conditions, dust, poor ventilation (may be more prevalent depending on office location)</li></ul>	