

**Position Description**

**JOB TITLE:** Recruiting, Development and Diversity  
Programs Specialist

**DATE:** August 26, 2021

**DEPARTMENT:** Recruiting and Attorney Learning and  
Development/Diversity, Equity and Inclusion Departments

**FLSA STATUS:** Non-Exempt

**OFFICE:** San Francisco

**JOB STATUS:** Regular, Full-time

**REPORTING RELATIONSHIP:** Reports to the Chief Talent and Inclusion Officer and the Recruiting Manager.

**BASIC FUNCTION:****1. Attorney Recruitment**

Coordinates the on-campus recruiting program and the summer associate program; assists with lateral attorney recruitment; coordinates the orientation of new attorneys; and other attorney recruiting responsibilities as set forth below.

**2. Learning and Development**

Coordinates the associate evaluation process and assists with educational programs, mentoring circles, and other professional development activities as set forth below.

**3. Diversity, Equity and Inclusion**

Works closely with Firm's Chief Talent and Inclusion Officer to assist in the implementation of the firm's sponsorship program, high school pipeline program, awarding of scholarships to diverse 1L law students, coordination of pro bono clinics with clients, and other DEI initiatives to implement the firm's diversity, equity and inclusion strategy.

**ESSENTIAL FUNCTIONS** include the following. Regular and predictable attendance is an essential function of the job.

**1. On-Campus Interviewing (OCI) Program:** Coordinates the recruitment program for law students, including:

- Assigns interviewers for each school.
- Coordinates all logistics related to on-campus registration and campus visits.
- Maintains relationships with career services staff to coordinate the recruitment of associates
- Coordinates the call-back in-office interview process, including the collection of pertinent candidate data prior to visit (transcripts, writing samples, references), the scheduling of interviews and the checking of references.
- Coordinates the processing of all recruitment correspondence.
- Organizes and prepares agendas and reports, including the hiring status report, for the Recruiting Committee meetings; attends all meetings.
- Follows-up on hiring decisions; prepares offer letters.
- Prepares expense requests for applicant travel and lodging, placement fees and other recruiting expenses.

- Monitors attorney and applicant compliance with recruiting policies and procedures.
- Coordinates issues with the Hiring Partner, the Recruiting Manager, and Recruiting Committee as needed.

2. **Summer Associate Program:** Coordinates the firm's summer associate program, including:

- Initiates contact with in-coming summer associates and provides them with information regarding their employment; assists summer associates with housing needs.
- Coordinates the compilation of new hire and orientation materials for summer associates; participates in orientation meetings upon their arrival.
- With the Hiring Partner and the Recruiting Manager, selects summer associate mentors.
- Prepares summer associate rotation schedule; coordinates summer associate overflow work assignments.
- Plans, organizes and coordinates the educational and social activities for the summer program.
- Conducts weekly meetings with the summer associates; serves as a liaison between the summer associates and attorneys.
- Gathers information, organizes and prepares materials for the Summer Program Committee; attends all meetings.
- Coordinates summer associate evaluation process; maintains summer associate assignment evaluation files.
- Reviews summer associate files and evaluations and prepares information for hiring decision meeting.
- Maintains contact during school year with summer associates who have received offers of employment.
- Coordinates issues with the Summer Program Committee, Hiring Partner, Recruiting Manager and Recruiting Committee as needed.

3. **General Recruiting Department Functions**

- Monitors external trends and best practices in lateral partner, associate and law student hiring.
- Coordinates advertisement of open positions
- Maintains applicant tracking system records and update as appropriate.
- Supports the Attorney Recruiting Manager and Hiring partner with strategic campus engagement projects and initiatives related to candidate outreach and firm branding.
- Coordinates receptions, seminars, networking events and other virtual and in-person recruiting events.
- Tracks, maintains and analyzes recruiting outcomes and metrics and prepare reports for internal stakeholders.
- Creates, updates and maintains departmental process documents.
- Processes and reconciles all payments including firm credit card and other check/requests/expenses.
- Coordinates responses to various external surveys, Vault, NALP, etc.

4. **Associate/Special Counsel Performance Evaluations:** Coordinates the evaluation process for all associates and special counsel, including:

- Assists in researching and implementing best practices for the evaluation process.
- Designs evaluation forms on viEval and sets up access to those forms.
- Coordinates the collection and distribution of evaluation material.
- Responds to attorneys' questions about evaluation forms, and viEval.

- Coordinates process to ensure evaluations forms are completed, monitors status and prepares follow-up lists.
- Maintains associate review files.

5. **Attorney Learning and Development**: Assists the Chief Talent and Inclusion Officer in implementing educational programs, including:

- Monitors external trends and best practices in attorney professional development, including on staffing, mentoring, feedback and training
- Researches, plans, organizes and schedules in-house and outside training programs concerning core legal and professional skills, leadership development as well as cultural initiatives around engagement, work/life effectiveness and other areas.
- Works collaboratively and across functions to create and execute on a comprehensive talent development strategy.
- Assists in the management of mentorship and sponsorship programs.
- Coordinates MCLE compliance and record keeping.
- Maintains training program materials and records.

6. **New Associate Orientation**: Assists in new associate orientation:

- Coordinates new attorney and partner orientation schedules and on-boarding process.
- Researches and assists in implementing best practices in new associate orientation.
- With the Chief Talent and Inclusion Officer, assigns new associates to mentoring circles and assigns associate peer mentors to new associates.
- During orientation, explains the firm's MCLE tracking and Bar dues procedures.
- Assists new attorneys with registration/change of address notices to the State Bar, BASF and the ABA.

7. **Diversity, Equity and Inclusion**: Assists the Chief Talent and Inclusion Officer in implementing programs including:

- Remaining informed of trends in the DEI space, and sharing relevant information as appropriate.
- Working to execute inclusion-related activities including regular DEI Committee meeting planning and organizing internal and external events.
- Assisting with the development and delivery of inclusion-related content and programming for all firm members.
- Coordinates the firm's Pipeline Program including sourcing, placement, on-boarding and oversight of summer high school interns and coordinating the schedule, field trips and in-house events for the program.
- Coordinates the firm's annual IL diversity scholarship program.
- Coordinates the firm's Talent Initiative, a sponsorship program for women attorneys and attorneys from underrepresented communities.
- Maintains administrative compliance with Mansfield Rule including required reporting, attending discussion forums, and facilitating attorney involvement with Mansfield programs such as Client Forums.
- Organizes and facilitates attorney involvement with career development organizations such as LCLD and CMCP and by building and maintaining relationships with attorneys from underrepresented groups.
- Prepares analytical reports and statistics regarding firm demographic information, as needed.

- Facilitates preparation and submission of firm sponsorships, annual industry and client surveys, client Requests for Proposals and other certifications.
- Works on special department or firm projects as needed.

**8. Works Cooperatively and Collaboratively with Others:** Strives to meet deadlines. Assists with special projects as assigned. Works cooperatively with attorneys and staff in the firm.

**9. Other:** Performs other related duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, skills, knowledge and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Education:** BA/BS required; JD and legal industry background (law school, law firm or in-house) preferred.

**Experience:** Two or more years' experience in attorney recruiting, learning and development and/or diversity, equity and inclusion programming.

**Knowledge, Skills and Abilities:**

- Intermediate knowledge of MS Office Suite of software (Word, Outlook, PowerPoint and Excel) and Google Teams.
- Ability to learn to use the Recruiting Database, LawCruitWeb, and the associate evaluation software, viEval.
- Excellent attention to detail, organizational, interpersonal, teamwork, time management and communication skills (both written and verbal), as well as the ability to listen well, take initiative and manage multiple projects simultaneously.
- Diplomatic and creative problem solver with superior judgment.
- Ability to work under pressure in a fast-paced environment; ability to prioritize multiple tasks and meet deadlines.
- Flexibility to work overtime, including evenings and some weekends and available to travel to law schools and event venues.

**Level:** Works under moderate supervision.

**Physical Demands:** The physical demands described here are representative of the requirements that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to manipulate tools or controls; extensively use a computer keyboard and mouse; reach; talk and listen. The employee is frequently required to work at a computer, desk or table, as well as to lift and move objects such as documents, binders, files and boxes weighing up to 15 pounds. The employee is often required to move about the office and reach low file drawers. Specific vision abilities required by this position include close vision and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, including moderate noise level, an indoor temperate environment, and light levels that are bright and conducive to minimal eye strain, typical for an office workstation environment.

**SCOPE OF JOB DESCRIPTION AND MODIFICATIONS:** This job description intends to describe the general nature of the job and does not represent that all such duties will be performed by all individuals who hold the job. This job description does not limit the tasks that an employee may reasonably be requested to perform and in no way alters the firm's at-will employment policies. Substantive changes to this job description may be necessary to meet the changing business needs of the firm. Any substantive revisions to this job description require the approval of the Director of Human Resources.

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