

MINNEAPOLIS Recruiting Coordinator

Summary of Essential Duties and Responsibilities:

Under the direction of the Hiring Partner and Office Administrator, the Recruiting Coordinator will be responsible for handling the functions of Law School Recruiting, including but not limited to coordinating on campus arrangements at various law schools; scheduling students and coordinating each student's interview schedule; handling appointed functions of the Summer Associate Program, including but not limited to assisting Hiring Partner and Summer Associate Committee in organizing social and educational events; monitoring Summer Associate workload reports; distributing, receiving, and coordinating evaluation forms; responding to day-to-day questions of Summer Associates; maintaining and updating the recruiting database, including the generation of reports and charts. In addition, the Recruiting Coordinator will be responsible for handling duties associated with the New Lawyers Group and assist the Recruiting Manager with lateral recruiting efforts. Hours are 8:30 am – 5:00 pm – Monday – Friday.

Required Qualifications:

BA/BS degree

Minimum of 2 years' experience in a law firm

Excellent written and oral communication skills

Ability to work independently, take initiative, set priorities and see project through completion

Ability to work and communicate with a wide range of people, including in a team setting

Ability to establish effective working relationships within the department, Office and Firm, as well as with vendors and others outside the Firm

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