



Recruiting Coordinator

FLSA Status: Non-Exempt
Location: Dallas
Department: Recruiting
Reports to: Director of Associate Recruiting

POSITION SUMMARY

This position functions as an integral part of the Associate Recruiting team and its broader mission of attorney recruitment, integration and retention.

ESSENTIAL DUTIES & RESPONSIBILITIES

This position is responsible for oversight and implementation of Jackson Walker's law school recruiting program and support of the firm's lateral associate hiring initiatives. The following are the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

Qualifications: A Bachelor's degree is preferred. Previous law firm experience in recruiting or other professional services firm is preferred.

LAW SCHOOL RECRUITING

- Coordinate 1L and 2L recruiting for the Dallas & Fort Worth offices which includes: processing resumes; creating interview schedules, booking travel, processing evaluations, managing offers and follow up; event planning and hosting receptions.
- Coordinate the Dallas & Fort Worth summer associate programs which includes: working with attorneys to assign mentors and prepare work assignments; planning and coordinating event calendar; Kick Off meeting; lunch schedules; Mock Trial; exit dinners and interviews; offers and follow up.
- Attend programs and receptions at law schools and JW office.
- Coordinate venue event logistics such as contract, budget, menu, room set-up, and calendaring.
- Responsible for summer associate New Hire Orientation and Welcome Reception in Dallas & Fort Worth.
- Plan and participate in Dallas & Fort Worth recruiting committee meetings.
- Travel to other JW offices as needed.
- Responsible for the Dallas & Fort Worth office internal law school recruiting portal pages.
- Responsible for the Dallas & Fort Worth office NALP forms.
- Create, track and maintain office recruiting budget, check requests and attorney reimbursements.



- Track and report statistical data to the Director of Associate Recruiting with respect to recruiting efforts.
- Actively participate in National Association of Law Placement (NALP) and RADS meetings (Recruiting Administrators of Dallas).
- Assist Statewide Recruiting Coordinator with coordination of statewide OCI program.

LATERAL RECRUITING

- Assist with lateral associate interview schedules and integration lunches.

GENERAL

- Negotiate preferred rates with local hotel properties and publish on internal Travel Information page for firm-wide employee use.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED

- Experience in viDesktop preferred.
- Proficient with MS Office – Word, Excel, PowerPoint.
- Ability to read and write in order to proof and perform editing (e.g., punctuation, grammar, spelling). Perform non-complex arithmetic calculations when verifying calculations on forms and documents; maintain records and filing systems at a level normally acquired through completion of high school or equivalent.
- Ability to type own correspondence and reports at a level of 40 wpm.
- Ability to organize and prioritize numerous tasks and complete them under time constraints.
- Ability to proofread typed material for grammatical, typographical or spelling errors.
- Interpersonal skills necessary to communicate and follow instructions effectively from a diverse group of clients, attorneys and staff to provide information with courtesy and tact.
- Interpersonal skills necessary to communicate in person, by e-mail and telephone to provide information with courtesy and tact.
- Work sometimes requires more than 40 hours per week to perform the essential duties of the position; requires irregular hours, requires some travel.
- Other duties as assigned by the employer.
- Physical requirements are:
 - Sighted
 - Good hearing and clear speaking voice

Working Conditions: Normal office environment with little exposure to excessive noise and temperature.

Work Hours: 8:30 a.m. – 5:00 p.m. with flexibility for overtime

Travel – Some travel is expected for this position.

To Apply – Please send your resume to Tauncia Franklin at tfranklin@jw.com

