



Kaufman & Canoles seeks a **Recruiting Assistant** in our Norfolk office. This position reports to the firm's Recruiting Manager and provides direct support to the Director of Recruiting, the Recruiting Committee, Chief Growth Officer, and the firm attorneys. Provides assistance with the coordination of the summer associate recruiting program (1L, 2L, and 3L OCI, along with the TIP and TARE L.L.M programs), summer associates events, and works closely with the Associates Committee on organizing associate mentorship events, lunches, and assisting with other projects as needed. Additional coordination of the firm's Community Involvement events throughout the year.

Summary of Responsibilities:

- Directly assists Recruiting Manager with day-to-day administrative activities and projects.
- Assists with all administrative related aspects of all recruiting meetings, events, and summer associate program needs including attendee rsvps, confirmations/follow-up, materials, venue set-up, etc.
- Coordinates logistics associated with the law school student recruiting process, including developing strategic outreach and communications with targeted law schools.
- Assists the Recruiting Committee with coordination of virtual, on-campus, and in-office interviews
- Coordinates and travels to various law schools to assist with on-site logistics, as needed.
- Assists with candidate interview experience including callback scheduling process, as needed.
- Coordinates details of the firm's summer associate program (1L and 2L) including housing, summer associate schedules, weekly evaluations, organizes and manages details for numerous events throughout the year for prospective summer associate candidates.
- Coordinates with internal teams (IT, HR, Facilities, Library) to set-up summer associate rotation schedule, office space, equipment, computer training, research training etc.
- Maintains communication with summer associate candidates throughout the year.
- Develops and builds relationships with university and student organizations to implement outreach programs targeting top students, while demonstrating the strengths of the firm.
- Compiles feedback from incoming and outgoing summer associates regarding recruiting efforts.
- Assists with L.L.M. program recruiting (TIP and TARE programs) including registration, interview set-up, callback scheduling, evaluations, etc.
- Works with the Associates Committee to assist with associate mentorship events and lunches.
- Assists the Director of Recruiting and Chief Growth Officer with tracking lateral attorney candidates, coordinating interviews, arranging travel, and post interview feedback.
- Assists with other recruiting projects as assigned.
- Coordinates and assists with details regarding firm community involvement events.
- Processes invoices and requests checks for department.
- Maintains filing system, recruiting projects chart, and calendar for department.

Qualifications:

- Experience with MS Office Suite – Word, Excel, PowerPoint, Publisher (required).
- Experience with Adobe Creative Suite - InDesign, Dreamweaver, Photoshop, Illustrator (preferred).
- Experience with HTML.
- Experience with CRM Database (ContactEase) and MailChimp.
- 4-year college degree or 1-3 years of experience in a marketing or administrative position preferred.

Benefits:

Kaufman & Canoles offers a very generous compensation and benefits package which includes a competitive salary, medical, dental, life insurance, 401(k)/profit sharing, paid time off, and long term disability

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.