

A Typical Attorney Recruiting Department for a Large Law Firm

Overview of Key Responsibilities

Firmwide Attorney Recruiting Director

- Oversees all Attorney Recruiting Departments and manages recruiting activity on a firmwide level

Attorney Recruiting Manager

- Manages both the local attorney recruiting programs and the local Attorney Recruiting Department

Lateral Attorney Recruiting Coordinator

- Coordinates lateral hiring activity
- Coordinates New Associate hiring

Attorney Recruiting Coordinator

- Coordinates the Summer Associate program
- Coordinates the fall OCI program
- Coordinates 1L recruiting

Attorney Recruiting Assistant

- Processes accounting related tasks for the Recruiting department
- Enters all data entry
- Handles all recruiting correspondence
- Assists with the hiring process for New Associates, Summer Associates, & Laterals