Firm/Company Name Ballard Spahr LLP

(Send copy of firm logo for posting)

Job Title [Position]:	Recruiting Assistant, Entry Leve	**Job Category:**	Human Resources
Department/Group:	Attorney Career Advancement	**Posted By:**	Gina Emery-Duplechan
Location:	Any Ballard Location	**Travel Required:**	NO
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	03/19/2022
Reports to:	Sr Manager of Entry Level Recr	**Posting Expires:**	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail: 215.525.5096 **Attention:** Gina Emery-Duplechan	**Mail:** 1735 Market Street Philadelphia, PA 19103

Job Description

Brief Summary:

Ballard Spahr has a new and exciting opportunity available for a Recruiting Assistant in our Attorney Career Advancement department. This is a hybrid position and offers a work schedule of 2-3 days a week in the office. You must be located in close proximity to our Atlanta, Baltimore, Las Vegas, Los Angeles, Minneapolis, New Jersey, New York, Philadelphia, Phoenix, Salt Lake City, Sioux Falls, Washington DC or Wilmington office.

Duties:

As part of a hands-on collaborative team, this position will assist with daily operations for recruiting summer associates and entry level associates through all phases of the recruitment and onboarding processes. The chosen individual will be a detail-oriented, self-starter who will be responsible for posting jobs, drafting and preparing correspondence, data entry, scheduling candidate interviews and preparing candidate materials. The planning of orientation programs will involve communicating and scheduling with departments and groups across the firm.

Skills/qualifications:

Qualified candidates will have excellent communication, interpersonal, organizational and time management skills. The ability to handle multiple demands, prioritize tasks and respond effectively with competing deadlines is required. The ability to work beyond standard work hours may be necessary to perform the essential functions of this position.

[NOTE: Attach separate sheet(s) as necessary with the complete job description]