Firm/Company Name Ballard Spahr LLP

(Send copy of firm logo for posting)

Job Title [Position]:	Research and Recruiting Coord	**Job Category:**	Human Resources
Department/Group:	Attorney Recruiting	**Posted By:**	Gina Emery-Duplechan
Location:	Center City Philadelphia	**Travel Required:**	N/A
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	5/19/2022
Reports to:	Chief Attorney Recruiting & Inte	**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 an exciting opportunity available that reports to the Chief Attorney Recruiting and Integration Officer. The Research and Recruiting Coordinator position is currently located in the Philadelphia office although the right candidate could be in any Ballard Office. This position supports partner and of counsel recruiting and integration to meet the firm's strategic growth goals.

Duties:

Working directly with Chief Attorney Recruiting and Integration Officer, this position will interface daily with lateral candidates, outside recruiters and internal firm professionals to support all aspects of recruiting, onboarding and integration programs. Daily duties include research and maintaining highly confidential information, scheduling interviews and preparing firm and market materials for candidates, and preparing confidential materials on candidates and prospective partner groups for leadership review. Frequent communication with board members and department chairs. Opportunities to participate in practice group targeting meetings and drafting sections of business case memorandum. This individual

Skills/qualifications:

Qualified candidate will be an independent self-starter responsible for maintaining highly confidential information, preparing curated materials for lateral candidates from firm templates, handling fee agreements, and preparing confidential materials on candidates and prospective groups. Excellent research and communication skills with proven organizational and time management skills. Strong

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