
Recruiting & Integration Coordinator

The **Recruiting & Integration Coordinator** plays a key role in supporting the Firm's recruiting efforts through a wide range of logistical and administrative activities. They coordinate recruiting initiatives, including, but not limited to, on-campus partnerships and branding efforts, entry-level hiring, the planning and execution of the summer associate program, and lateral and clerkship hiring. They also support new associate onboarding and the integration of new hires into the firm.

Responsibilities:

- Coordinate on-campus interviewing (OCI), including hosting events, preparing materials, scheduling callback interviews, tracking evaluations, organizing hiring meeting materials, and communicating candidate decisions.
- Coordinate lateral and clerkship interviews in partnership with the Senior Recruiting Manager, including scheduling, collecting feedback, managing the applicant tracking system (Aderant), and preparing materials for hiring partners.
- Serve as a primary point of contact for legal placement agencies and candidates throughout the recruiting process, from initial screening through final decision.
- Collaborate with Human Resources and Professional Development to onboard and integrate incoming associates into the firm.
- Support outreach initiatives by identifying opportunities and engaging candidates at 1L and clerkship recruiting events.
- Manage and track relationships and sponsorships with on-campus student organizations.
- Assist with on-campus events, including coordinating attorney travel, preparing materials, and liaising with student groups.
- Support execution of the Summer Associate Program, including logistics, work assignment tracking, evaluations, invoice processing, and budget tracking.
- Organize and participate in summer program events, trainings, and related activities.
- Maintain accurate candidate data in Aderant to ensure reliable reporting and recruiting metrics.
- Complete additional projects and responsibilities as assigned by the Talent Team.

Requirements:

- 1-3 years of recruiting experience, preferably within a law firm or professional services environment.
- Bachelor's degree from an accredited college or university.
- Proficiency in Microsoft Office Suite.
- Experience with applicant tracking systems or recruiting databases (e.g., Aderant, Symplicity, Flo Recruit).
- Strong attention to detail with the ability to manage multiple priorities and understand how individual tasks contribute to broader goals.
- Excellent written and verbal communication skills, with strong interpersonal abilities.

- Demonstrated ability to take ownership of work, operate independently, and collaborate effectively within a team.

Personal Characteristics:

- Energetic, collegial, and able to build strong relationships across all levels of the firm, including summer associates and senior leadership.
- Demonstrates professionalism, integrity, and sound judgment in all interactions.
- Organized and thoughtful, with the ability to assess issues and plan effectively.
- Team-oriented, proactive, and responsive, with a strong sense of accountability. Solutions-oriented mindset, with the ability to anticipate challenges and address them effectively.

This is a non-exempt position and the annual salary range for this role is \$75,000-\$95,000, commensurate with experience. This salary range reflects the estimated base salary. Total cash compensation will be higher when factoring in gap pay, overtime, year-end bonus, and benefits.

If you are interested in applying for this position, please complete an application [here](#).

Selendy Gay PLLC is an Equal Opportunity Employer.