KEKER
VAN NEST
& PETERS

Keker, Van Nest & Peters LLP
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Position Description

JOB TITLE: Attorney Recruiting Specialist

DATE: July 27, 2026

DEPARTMENT: Attorney Recruiting

FLSA STATUS: Non-Exempt

REPORTS TO: Director of DEI & Legal Recruiting

JOB STATUS: Regular, Full-time, Hybrid

Keker, Van Nest & Peters LLP is seeking a proactive, detail-oriented, and collaborative Attorney Recruiting Specialist to support all aspects of attorney recruiting.

KEY RESPONSIBILITIES:

The Attorney Recruiting Specialist plays an integral role at the firm and will partner closely with the Hiring Committee (HC), Summer Program Committee (SPC), and other firm departments to execute strategic initiatives that help the firm attract top legal talent. Specific duties include, but are not limited to, the following:

Law School Recruiting

- Coordinate all aspects of the law school recruiting process, including preparing application materials for attorney review; registering for and managing on-campus interview (OCI) programs; scheduling and staffing interviews; greeting callback candidates; compiling interview evaluations; coordinating candidate travel and expense reimbursements; and supporting post-offer closing efforts.
  Develop and maintain meaningful relationships with law schools, career services professionals, student organizations, and candidates to strengthen the firm's recruiting presence, stay informed about effective recruitment methods, and attract exceptional law student talent.

Summer Program

- Support the Summer Program Committee (SPC) in planning, coordinating, and executing all aspects of the Summer Program, such as orientations, social events, trainings, luncheons, mentor assignments, and other program initiatives.
- Prepare and maintain Summer Program materials, including orientation schedules, summer program handbook, presentation materials, and event communications.
- Track and compile summer associate work assignments, evaluations, and project feedback; coordinate mid-summer and end-of-summer review materials for the Summer Program Committee and Hiring Committee; and assist with offboarding tasks.
- Facilitate attorney participation in the Summer Program by coordinating work assignments, observational opportunities, and interactions that foster meaningful engagement between attorneys and summer associates.

Hiring Committee & Recruiting Operations

- Manage the Attorney Recruiting inbox and maintain application tracking systems (viRecruit).

- Assist with Hiring Committee meetings by preparing application materials, evaluation packets, maintaining candidate status trackers, reserving conference rooms, and updating meeting agendas.
- Assist with preparing offer letters and coordinating new hire onboarding tasks with other firm departments, including HR and Conflicts.

Post-Clerkship & Lateral Associate Recruiting

- Assist with post-clerkship and lateral associate hiring process, including scheduling interviews, preparing application materials, compiling interview evaluations, and other logistics.
- Assist the Director of DEI & Legal Recruiting with post-clerkship recruiting efforts, including planning receptions, preparing marketing materials, and managing invite and attendee lists.

Other Duties

- Perform additional duties related to the attorney recruiting function as needed.
- All other duties as assigned or required.

DESIRED SKILLS AND QUALIFICATIONS

- Bachelor's degree required.
- Minimum of 4 years' experience in law school career services or professional recruiting within a law firm or similar environment.
- Demonstrated understanding of the legal recruiting market and law school recruiting cycle, including knowledge of recruiting timelines, law school OCI programs, candidate trends, and emerging market practices, with the ability to leverage professional relationships to support the firm's recruiting strategy.
- Strategic mindset with the ability to execute tactically.
- Exceptionally organized with the ability to multitask and meet multiple and/or tight deadlines effectively under pressure.
- Superior written and verbal communication skills.
- High level of discretion and professionalism, especially when handling sensitive or confidential information.
- Excellent attention to detail and follow-through.
- Strong ability to anticipate needs, take initiative, and act independently while knowing when to seek guidance; proactive in finding solutions to achieve results.
- Strong professional demeanor and interpersonal skills; comfortable interacting with attorneys and leadership; dependable and approaches colleagues and candidates with a client-service framework and a team-oriented mindset.
- Availability to work beyond regular business hours, including evenings and some weekends.
- Proficient in Microsoft programs (Word, Excel, PowerPoint), iManage, Adobe Acrobat, Google Suite products, and Zoom.
- Experience with viGlobal, Symplicity, and 12Twenty is a plus.

WORK ENVIRONMENT

- Full-time, with flexibility for overtime as business needs require.
- This is a hybrid role based in our San Francisco office, working in-office at least three days per week. At times, particularly during the Summer Program and law school recruiting

cycle, the Specialist may be required to work in-office more than the standard three days per week.

COMPENSATION AND CLASSIFICATION

- **Salary Range:** $100,000 – $130,000 (dependent on experience and qualifications).
- **FLSA Status:** This position is non-exempt.

ABOUT KEKER, VAN NEST & PETERS LLP

For more than 40 years, Keker, Van Nest & Peters LLP has litigated complex, high-stakes civil and criminal cases throughout the nation. We take cases where companies, products, and careers are riding on the result. Our clients are high-profile individuals, as well as some of the world's most successful companies, including Dexcom, Google, Genentech, Lyft, Meta, Netflix, OpenAI, and Qualcomm. Recently we have been named as *The Recorder's* Tech Litigation Department of the Year and *The American Lawyer's* Litigation Boutique of the Year, among many additional prestigious recognitions. The firm not only prides itself in its record of success at trial, but in the office culture it maintains.

Our office, in the historic Jackson Square district of San Francisco, features brick and timber architecture, an eclectic modern art collection, and an open-door policy. The office environment is fast-paced, dynamic, and informal. Enjoy the camaraderie of a smaller firm that values each team member's contributions. We offer competitive compensation and comprehensive benefits, including medical/dental/vision/life/and AD&D insurance, 401(k) savings plan, back-up childcare and eldercare, generous paid time off (PTO), catered office lunches twice a week, as well as opportunities for professional development and growth. If this sounds like a good fit, we are excited to hear from you.

As a firm, we recognize the importance of promoting diversity, equity, and inclusion in the legal profession, and we think one of the best ways to do this is to encourage and support lawyers and professional staff from all backgrounds, inside and outside of our firm. Learn about our firm culture and our commitment to advancing diversity, equity, and inclusion.

Keker, Van Nest & Peters LLP is committed to providing all of its employees equal opportunity in any and all employment without regard to race, creed, religion, color, national origin, ancestry, sex, age, marital status, medical condition, disability, or sexual orientation as required by law.