

DRINKER BIDDLE & REATH LLP
PROFESSIONAL DEVELOPMENT ASSISTANT
JOB POSTING

JOB TITLE: Professional Development Assistant	STATUS: Non-Exempt
REPORTS TO: Senior Manager of Professional Development	LOCATION: Philadelphia, PA
<p>SUMMARY:</p> <p>We are searching for an assistant to join our team as a Professional Development Assistant in our Philadelphia office. The Professional Development Assistant (“Assistant”) is responsible for providing administrative assistance to the Professional Development Department in a timely and efficient manner. The Assistant’s primary role is to:</p> <ul style="list-style-type: none"> • provide administrative support to the Department; • support CLE programs and related matters; • support the firm’s peer advisor and mentoring programs; • support the attorney evaluation process (quarterly and annual); • maintain and update the Professional Development portal page and external website (when developed); • provide logistical support for the firm’s First Year Associate Development Program; and • support and serve as the main point of contact for firm and other Department initiatives. <p>It is essential that this person be a self-starter and able to work well both in a team environment and independently. This role is expected to be a substantive contributor to the outcomes described and must ensure that excellent client service and client satisfaction are attained in all areas. In accordance with the firm’s Client Service Initiatives, the Assistant must consistently display good judgment and have effective interpersonal communications. Confidentiality and discretion are required consistently.</p>	
<p>JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • <u>Professional Development Department support</u> <ul style="list-style-type: none"> ○ Manage correspondence and ongoing processes, including tracking associate involvement in various professional development programs, and associate Onboarding and Offboarding. ○ Assist with the tracking of department expenses, noting variances and assisting with the budgeting process. ○ Process check requests and reimbursements. ○ Coordinate with various departments to complete surveys and compile statistics. ○ Use databases and Excel to produce reports. ○ Coordinate regular department meetings in various locations, including distributing materials and organizing technological support needs. • <u>CLE Program support</u> <ul style="list-style-type: none"> ○ Support the Professional Development Coordinators in administering internal CLE programs, including coordinating room, food, technical connections, invitations, attendance, regional counterparts’ efforts, program materials, participant evaluations and maintaining CLE accreditation. ○ Attend internal CLE programs to verify attendance and ensure execution of programs. ○ Assist with producing and tracking individual lawyer CLE certificates. ○ Monitor CLE Preferred Provider activity. ○ Update active lawyer roster and registration. ○ Track CLE resources used by individual Practice Groups. • <u>Peer Advisor and Mentor Program support</u> <ul style="list-style-type: none"> ○ Ensure that new associates are assigned advisors. ○ Track and process program expenses. ○ Coordinate with regional offices regarding program execution. 	

- Attorney Evaluation Process support
 - Support the evaluation team in all phases of the associate evaluation processes, coordinating across all offices and Practice Groups. Requires active use of viEval.
 - Track and report on evaluation completions.
- Professional Department Portal and External Website support
 - Maintain and update the Professional Development page on the firm's internal portal and external website (when developed).
- First-Year Associate Development Program logistical support
 - Track incoming Fall Associate information and arrival information.
 - Provide logistical support through planning and execution of the Program's firm-wide practical skills curriculum.
 - Track apprenticeship hours and compile reports.
- Firm and other Professional Development Initiatives support
 - Provide logistical support for firm-wide associates meetings.
 - Provide periodic support of Diversity Committee and regional Women's Committee initiatives.
 - Support other Professional Development Department and firm initiatives as they arise.

The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time. They are not intended to be an exhaustive list of duties, responsibilities and skills required of employees so classified.

KNOWLEDGE, SKILLS AND ABILITIES (including, but not limited to):

- Superior working knowledge of the Microsoft Office Suite (Outlook, Word, Excel, etc.).
- Excellent organizational skills with strong attention to detail.
- Excellent verbal and written communication skills including clear and concise telephone and email etiquette.
- Is consistent with using written communication that is technically sound, grammatically correct and without typographical errors.
- Extremely consistent in producing quality work.
- Must be highly motivated, personable, self-starter and able to manage multiple projects simultaneously and successfully, many with tight deadlines.
- Ability to take initiative and be proactive.
- Able to follow instructions accurately and proactively keep others informed of progress.
- Accepts ownership of projects and is successful in driving projects, as well as daily tasks, to a successful conclusion. This includes being able to assess, adapt and reprioritize projects quickly when situations change.
- Ability to work with detailed information accurately and efficiently.
- Able to maintain confidentiality.
- Able to work well independently as well as in a team environment.
- Possess strong interpersonal skills with the ability to build strong relationships.
- Unbiased judgment, sound discretion, and openness to the views of others.
- Ability to interact with people in a manner that shows sensitivity, tact, and professionalism.
- Able to quickly grasp the goals, service, culture and strategy of both the firm and the department.
- Must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel and support a collegial and collaborative work environment.
- Adhere to and serves as a role model for the firm's Client Service Standards.
- Respect people's differences in background, culture and perspective.
- Willingness to be flexible and perform responsibilities not specifically identified in the job description and assume new responsibilities as the Department's and firm's needs change.
- Flexible and dependable, including the ability to work overtime as needed.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree or equivalent work experience.
- Experience working in a law firm or a professional services firm is not required, but is considered a plus.

We are an Equal Opportunity Employer and we offer an excellent total compensation package, which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holiday/sick days, wellness programs and more.

HOW TO APPLY:

Interested candidates should send resumes and cover letters, including salary expectations, to Human.Resources@dbr.com and reference "**Professional Development Assistant**" in the subject line.