Holland & Knight is hiring Research Analysts. Position can be based out of any of our offices. If interested, please apply here.

**Description:**
The Research Analyst will join our national team, working under the Director of Research Services. Responsibilities include supporting the legal and business research needs of attorneys and staff, as well as training and instruction of efficient research techniques. The Research Analyst will answer questions through the firm’s request management software, working independently and collaboratively to ensure timely and high quality research output. The Research Analyst will have opportunities to contribute to the development or curation of the team’s intranet, monthly research newsletter, information offerings or knowledge management initiatives as needs and professional interests align.

This is a demanding position in a fast-paced environment and requires excellent written and verbal communication skills, attention to detail, creative problem solving, and the ability to prioritize tasks and meet tight deadlines. The Research Analyst must demonstrate initiative, eagerness to learn, strong intellectual curiosity and willingness to take ownership of key projects. This role requires candidates to have a progressive approach to Library and Information Science.

**Key Responsibilities Include:**
- Work as part of a team to perform a wide variety of legal and non-legal research projects for lawyers, clients, and staff in multiple offices
- Explain and assist in use of databases and print material
- Create and curate current awareness alerts and newsletters for attorneys and staff
- Assist with business development efforts including ongoing litigation alerting and complaint pulls
- Assist with ongoing tracking of legislative, regulatory, and local government updates
- Act as research liaison to assigned practice group and teams, including attending meetings and reporting back on information and training needs
- Work with Library Technical Services team for requests requiring new access to digital subscriptions or updated credentials
- Assist in updating and maintaining open-source electronic resource management solution housing current resource and vendor information
- Thoughtfully suggest ideas for processes or workflow improvement as recognized in the course of daily work
• Record and report research projects and time spent utilizing firm billing software and reference request database
• Special projects and additional duties as assigned

Qualifications:
• 1-2 years of legal research experience required, preferably in a law firm setting
• Strong MS Office Skills
• Fundamental understanding of legal concepts, as well as legal industry and current trends
• Legal research and database skills, including proficiency with Lexis, Westlaw, Lex Machina, Bloomberg, Lexis Securities Mosaic, Cheetah, Checkpoint, S&P Capital IQ, HeinOnline and others.
• Ability to adapt and apply new technologies and workflows
• Commitment to strong service values with an ability to exhibit sound professional judgment, discretion and diplomacy
• Basic troubleshooting skills with common IT issues involving access to databases and online content
• Team-focused yet independently motivated for the good of the team and firm
• Interest in working in a fast-paced environment while balancing multiple projects simultaneously
• Active involvement in relevant professional organizations
• Commitment to innovation, creative thinking, and professional growth

Minimum Education:
• Master’s Degree in Library Science from an ALA accredited school

_Holland and Knight is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action-Employer, making decisions without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability status, age, marital status, protected veteran or any other protected class. Benefits: Four weeks paid time off per year, increasing every 5 years; ten paid holidays per year; comprehensive health (PPO and HDHPs), dental and vision plans including for domestic partners; life and AD&D insurance; short and long term disability insurance; FSA or HSA for medical; dependent care FSA; AFLAC and umbrella coverage available; Employee Assistance Program; 401(k) Plan, with profit sharing components; pre-tax transit and parking program; up to 12 weeks disability/parental leave; backup child/adult care/senior care planning through Care@Work; Rethink Benefits. Benefits may vary by position and office._

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