Morrison & Foerster LLP

ID: 9182
Job Posting Title: Research Analyst
Location: Office Location Flexible

Morrison Foerster LLP, an Am Law 50 law firm with 18 offices worldwide, has an opening for a Research Analyst within our Research Services department. This role can be based in any of our U.S. offices! (San Francisco, Palo Alto, Los Angeles, San Diego, Denver, Austin, Boston, New York, Washington, D.C. or Miami)

The Opportunity

It's an exciting time to join MoFo's global Research Services team!

- As part of a firm wide research team, provide substantive research expertise to support the firm's practice areas and business development efforts, including strategic research related to markets, industries, and competitors.
- Create current awareness tools, newsletters, and alerts for ongoing monitoring of clients, industries, and events, and assist in operative and timely dissemination.
- Demonstrate strong writing skills and the ability to distill and present research work product in a concise, professional manner.
- Proactively and independently assess research requests and ensure that research meets stated and anticipated needs.
- Under the supervision of Manager, ensure that research services are effectively promoted to attorneys and timekeepers.
- Educate and advise attorneys, paralegals, and staff on sources and strategies for research.
- Provide assistance in collection development and maintenance and library space utilization.
- Participate on projects that increase the value of research services to the Firm.
- Develop project management skills and lead projects.
- Track and record billable and non-billable time spent providing research services to Research Services patrons according to the Firm's billing policy. Close timenotes on a daily basis.
Ideal Candidate

- Master's degree in Library Science or Information Science or equivalent degree such as a J.D. or an M.B.A. strongly preferred plus a minimum of three years related experience, preferably in a large law firm setting, or equivalent combination of relevant education and experience.
- Substantive knowledge of the legal materials and research platforms used to support the Firm's practice areas and research needs for client work and for business development efforts.
- Excellent communication skills and the ability to build effective internal and external client relationships.
- Strong analytical and research skills with the ability to analyze problems logically and methodically and to absorb and synthesize large amounts of data into practical intelligence.
- Strong writing skills and ability to exchange information and to present ideas, report facts and convey information clearly and concisely.
- Proficient in Word, Adobe Acrobat Professional, and PowerPoint. Strong Excel skills are a plus.

Who We Are

At Morrison Foerster, our culture is defined by our deeds. We're passionate about what we do. We're equally passionate about how we do it. We resist hierarchies and operate within a model of respect - for our colleagues, their ideas, and the differences that make us stronger. We encourage you to learn more about who we are, and what we do.

Should you find you're ready to do the best work of your life, we encourage you to let us know!

Where required by law, salary ranges are stated below. Additional compensation may include a discretionary bonus, overtime as applicable, health/welfare benefits, retirement contributions, paid holidays, and PTO. The range displayed is specifically for positions performed in those cities/states and may vary based on factors including but not limited to the following: local market data and ranges; an applicant's skills and prior relevant experience; and certain degrees, licensing, and certifications.

New York, San Francisco, Palo Alto salary range: $80k to $118k

Los Angeles, San Diego salary range: $74k to $111k

Denver salary range: $69k to $103k

Morrison & Foerster is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, religion, creed, ethnic or national origin, ancestry, age, disability, veteran or military status, marital status, pregnancy, sexual orientation, gender identity, domestic partner status, and other categories protected by applicable laws, or in retaliation for opposition to any practices forbidden under this policy.

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