



Research Specialist

Locations: Boston, Dallas, Houston, Los Angeles, Philadelphia, New York, San Francisco or Washington, DC

FLSA: Exempt

Position Type: Full-Time/Regular

Click here to apply: <https://jobs.silkroad.com/AkinGump/AkinGump/Jobs/JobDetail?jobId=693>

The position has full remote work capabilities. Candidates must reside in California, Texas, Washington, DC, Maryland, Virginia, Pennsylvania, New York, New Jersey, Massachusetts and Connecticut.

The hours for each location would be:

California: 8:30 a.m. - 5:00 p.m. PT, M-F

Texas: 10:30 a.m. – 7:00 p.m. CT, M-F

East Coast: 11:30 a.m. - 8:00 p.m. ET M-F

Akin Gump Strauss Hauer & Feld LLP is a leading international law firm with more than 900 lawyers in offices throughout the United States, Europe, Asia and the Middle East. We are currently seeking a Research Specialist who will report to the firm's Research Services Manager.

The Research & Information Services department is critical to the firm's day-to-day strategic and tactical operations. Our Research Specialists are highly skilled in providing actionable insights which are used to make informed legal and business decisions.

We are looking for a forward-thinking, proactive, analytical and confident individual with impeccable research skills, business acumen and acute attention to detail, who thrives in a fast paced, team-oriented environment, and is passionate about the profession. The Research Specialist will have strong interpersonal skills and will be required to develop relationships with members of the firm around the globe. Our Research Specialists have exposure to all types of legal and business work and perform sophisticated legal and business research to support our practices, attorneys and allied legal professionals, using various research tools.

The Research Specialist is expected to perform all responsibilities with a commitment to providing superior service to attorneys and allied legal professionals.

Key responsibilities of this position include:

- Responds to research requests, analyzing and distilling information to provide actionable intelligence from internal and external resources for the firm's attorneys, marketing/business development teams and other staff.
- Performs as lead Research Specialist to designated practice and industry groups, including Litigation, Cybersecurity and Data Privacy, and other groups as assigned, and coordinates to ensure quality of research requests.
- Initiates and develops strong relationships with designated practice and industry groups in order to actively collaborate with stakeholders, promote the efficient use of resources, and work together towards common goals.
- Monitors industry developments and curates intelligence in order to alert key stakeholders of critical legal and commercial events.
- Partners with Research & Information Service colleagues and practice group stakeholders in the assessment of resources, identifying opportunities and making recommendations for purchase, training and/or cancellation.
- Attends, initiates, and participates in team and practice group meetings.
- Develops, schedules and follows up on training for attorneys and staff, including initial skills assessments and on-boarding processes. We utilize a variety of training media including in-person sessions, documentation and on-demand videos.
- Maintains awareness of current legal and business research materials, techniques, strategies and resources; builds research skills in new areas of the law and new technologies.
- Undertakes work to support ad hoc firm, practice group initiatives and Research & Information Services departmental projects, as assigned.
- Provides back-up coverage in the event of other department staff member absences.

Qualifications (Experience, Knowledge, Skills & Abilities):

- Master of Library Science degree and/or J.D. from accredited institution preferred
- Minimum of 3 years law firm, business, or relevant research experience
- Experience of conducting research in the advocacy (litigation) space preferred
- Exceptional research and analytical skills including familiarity with a wide range of legal and business materials found across multiple practices and industry groups
- Substantive understanding of legal and business resources, their organization and availability in multiple formats
- Familiarity with – and enthusiasm for exploring - technologies and their uses in improving research service provision
- Excellent written and oral communication skills, including exceptional attention to detail
- Confident and approachable manner when communicating with all levels at the firm

- Desire to proactively seek out and disseminate additional information and analysis, beyond that which may have been requested
- Creativity of thought when seeking solutions, collaborating with stakeholders and working towards the firm's common goals
- Energetic and highly-motivated work ethic, and the desire to constantly seek out ways to improve knowledge and processes
- Strong working knowledge of Excel, PowerPoint and Word
- Ability to work independently, take initiative, take the lead on team research projects as necessary, set priorities, and see projects through to completion
- Demonstrates flexibility under pressure and the ability to quickly and efficiently adapt to potentially competing priorities
- Ability to establish effective working relationships within the department, practice groups, office and firm, as well as with vendors and others outside the firm
- Strong service orientation
- Commitment to professional growth

The base salary range for this position in California and New York is \$75,000to \$100,000. Additional information about benefits and rewards can be found [here](#).

Akin Gump Strauss Hauer & Feld LLP participates in E-Verify for purposes of verifying employment eligibility