



Research Coordinator

Research Services

The Research Services Department of Arnold & Porter has an opening for a Research Coordinator to join our energetic, creative, and global service team. This position may work 100% virtual/remote in a firm approved U.S. state working Pacific or Mountain Time hours. Under the direction of the firmwide Research Services management team, the Research Coordinator performs on demand reference and document research services across a wide range of subject areas using a variety of print and electronic resources, including free and fee-based databases and web sites. In addition, the Research Coordinator supports the delivery of services to departments, including Conflicts, the Managing Attorney's Office, and Marketing.

Essential responsibilities include but are not limited to:

- Performing on demand reference and document research services across a wide range of subject areas using a variety of print and electronic resources, including free and fee-based databases and web sites.
- Serving as primary researcher in support of due diligence service for the Conflicts Department.
- Working with the Research Workflow Supervisor to design and implement new research services to the firm's professional departments, including the Managing Attorney's Office, Practice Support Services, and Marketing.
- Actively participating in department and other internal firm meetings.

Qualifications:

- Bachelor's degree required; enrollment in a Master's in Library Science or equivalent degree from an ALA accredited school is a plus.
- A minimum of one year of experience providing on demand reference in a law library. Experience working in any professional department within a large law firm is a plus.
- Demonstrated ability to make cost-effective use of a wide range of print and online resources, including Westlaw, Lexis Advance, Law 360, Wolters Kluwer, and Bloomberg BNA.
- Comfortable using Microsoft Office applications, especially Word, Outlook, and Excel.
- Familiarity with the Quest ticketing system is a plus.
- Strong client service orientation.

- Ability to work independently and as part of a team, prioritizing multiple projects and assignments.
- Ability to analyze, cull, and summarize search results.
- Excellent oral and written communication skills.

The anticipated base salary for this position is \$60,000 to \$72,000. The actual base salary offered will depend on a variety of factors, including without limitation, the qualifications of the individual applicant for the position, years of relevant experience, level of education attained, certifications or other professional licenses held, and if applicable, the location in which the applicant lives and/or from which they will be performing the job.

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For our EEO Policy Statement, please [click here](#). If you would like more information about your EEO rights as an applicant under the law, please click [EEO is the LAW](#) and the [Supplement poster](#).

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Verify or contact Arnold & Porter Kaye Scholer LLP's Human Resources Department for more information. [E-Verify Participation Poster](#) and [Right-to-work Poster](#).

Candidates can apply through our website at <https://www.arnoldporter.com/en/careers/professional-staff/current-opportunities/research-services/research-coordinator>