



## **Senior Research Analyst - Boston, New York, San Diego, San Francisco**

Mintz, Levin, Cohn, Ferris, Glovsky and Popeo, P.C

Under the direction of the Manager, Research Services, the Senior Research Analyst works as part of the team to provide expert and in-depth research services to all attorneys, legal staff, administrators, and others firm-wide. Senior Research Analysts also serve as specialists and project leaders.

An analyst holds a senior position because of their knowledge and experience which allows them to perform at the highest level. Senior Research Analysts serve as designated specialists (subject, industry, practice area, and/or type of research) and are expected to lead/drive other projects or areas. In this role as Senior, takes and active part in developing more junior research staff.

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### **Responsibilities:**

#### Research and Reference Services

Conducts high-level, customizable research and analysis in legal, business, and other subjects using appropriate print or electronic resources, as well as other libraries and industry colleagues.

Responds to research queries accurately, and in a timely and cost-effective manner.

Monitors research intake and handles research projects in accordance with the schedule implemented by the department.

Leads or coordinates large or group projects, as required.

Presents results using department branding and templates whenever possible.

Advises, mentors, and oversees skill development of more junior research staff. Oversees work product.

Serves as practice, subject, industry and/or type of research specialist in areas identified by the Manager.

#### Orientation, Training and Knowledge Sharing Services

Assists with the development of orientation, training, research guides, Spotlights, and other reference materials.

Participates in formal orientation and training sessions.

Conducts on-demand training in the use of print or electronic resources.

Identifies attorney research and training needs and proactively provides opportunities for education.

Assists in developing content for the intranet and other internal firm meetings.

#### Continuing Education and Communication

Maintains current knowledge of developments in research and competitive intelligence services and resources.

Maintains awareness of current and emerging technologies relevant to research services and shares knowledge with the team and attorney groups.

Actively participates in department, practice, and other internal firm meetings.

#### Other Duties

Reviews, evaluates, and recommends new resources.

Participates in collection development, collection maintenance, budget management, supervision of filing services, shelf reading and other activities to make sure that we maintain a useful collection in each office.

Participates in, or leads, special projects as assigned.

Assume additional responsibilities as requested.

This role requires 60% in office presence; remote work is permissible 40% of the time.

**Qualifications:**

Master of Library Science from an ALA accredited school or equivalent degree.

5+ years progressively responsible experience, including significant experience in a law firm or corporate information center. Law firm experience is strongly preferred.

Knowledge of research methodology as well as print and electronic resources in the areas of law relevant to the firm's practice areas.

Proficiency with wide variety of relevant research services.

Familiarity with library technologies, including software and products used for communication, research, and knowledge sharing.

Ability to analyze, evaluate and synthesize information from a variety of sources.

Ability to prepare reports, executive summaries, and other correspondence necessary to communicate research results.

Strong organizational and problem-solving skills.

Strong oral and written communication skills including business writing skills.

Works effectively under pressure and can manage multiple priorities under deadlines.

Excellent interpersonal skills, with the ability to forge relationships with management, colleagues and a diverse clientele, strong customer service orientation.

Works well independently and as part of a team. Provides back up support wherever needed in the department.

Self-motivated, resourceful, and creative.

Understands Research Services policies and procedures; accurately interprets and effectively implements them.

Possess excellent verbal and written communication skills with an ability to influence others.

Ability to function in a fast-paced, service-oriented environment, prioritize multiple projects on a daily basis, and adjust to shifting priorities.

Strong planning, project management and organizational skills.

Strong sense of urgency and a high-energy level.

Facility analyzing, working with and presenting data.

Ability to collaborate and gain the respect, trust and confidence of the Firm's attorneys and professional staff.

Possess a "hands-on" tactical approach.

Creative and proactive approach to problem solving.

Facilitate teamwork and identify opportunities to develop new processes/infrastructure.

Demonstrated ability to grasp and implement new concepts quickly.

Strong analytical abilities, resourcefulness, and attention to detail.

Ability to work independently and as part of a team with a proactive and positive style that fosters collaborative working relationships.

Outstanding sense of customer service.

Deep personal commitment to integrity, excellent judgment and the highest standards of ethics.

Must display the highest level of diplomacy, tact and discretion, with comfort in handling and maintaining confidential information.

Excellent computer skills, including proficiency in using Microsoft Word, Outlook, Excel and PowerPoint. Familiarity with library technologies, including software and products used for communication, research and knowledge sharing. Ability to quickly get up to speed and master new applications and software is critical.

*The salary range for this position in CA is \$80,000 to \$110,000. This position is bonus eligible. Mintz offers a comprehensive benefits package.*

*This job description is a general description of the types of responsibilities that are required of an individual in this job. It is not intended to be a complete list of the responsibilities, duties and skills that may be required for this job.*

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