



Legal Research Training Analyst

Hybrid (3 Days In Office) or Fully Remote; West Coast Time Zone

Apply here: <https://www.arnoldporter.com/en/careers/professional-staff/current-opportunities/research-services/5401---legal-research-training-analyst>

About Arnold & Porter

Arnold & Porter is an international law firm with offices throughout the United States, Europe, and Asia. The firm advises clients on complex regulatory, litigation, and transactional matters across a broad range of industries, including many of the world's leading companies and organizations.

Our Research Services Department is seeking a Legal Research Training Analyst to join our collaborative, innovative, and highly respected team. This is an exciting opportunity for a legal information professional who enjoys both conducting sophisticated legal research and helping others develop research skills.

This position will be based from a firm-approved U.S. location on the West Coast, ideally near our growing Seattle office, as either a fully remote position or hybrid with three in-office days per week.

Position Summary

The Legal Research Training Analyst serves as both a member of the firm's reference and research team and a key contributor to the firm's established legal research training program.

Approximately 60% of the role is devoted to providing high-quality legal, business, and competitive intelligence research support to attorneys and professional staff across the firm. The remaining 40% focuses on developing research training programs, maintaining training resources, and helping launch a new on-demand learning initiative through the firm's intranet.

The successful candidate will be equally comfortable answering complex research questions, creating instructional content, and experimenting with new technologies that improve learning and knowledge sharing.

Key Responsibilities

Research & Reference Services (Approximately 60%)

- Respond to legal, business, and competitive intelligence research requests using a broad range of subscription and public resources.
- Conduct sophisticated legal research across multiple practice areas and jurisdictions.
- Collaborate with Research Services colleagues to provide seamless support to attorneys and staff firmwide.
- Promote awareness and effective use of research tools, databases, and emerging technologies.
- Participate in collection development initiatives and resource evaluations.

Research Training & Professional Development (Approximately 40%)

- Develop live and virtual legal research training programs for attorneys and professional staff.
- Support and expand the firm's established legal research curriculum.
- Create engaging online on-demand training materials, presentations, job aids, videos, and other learning resources on the firm's intranet.
- Evaluate training effectiveness and recommend enhancements to improve learner engagement and outcomes.
- Coordinate vendor training events.
- Stay current on developments in legal research platforms, instructional technologies, AI tools, and learning best practices.
- Assist with onboarding and orientation programs for new attorneys and staff.

Required Qualifications

- Master's degree in Library and Information Science (MLS, MLIS, or equivalent) from an ALA-accredited institution.
- Minimum of 3 years of professional experience in a law firm, academic law library, court library, or comparable legal information environment.
- Demonstrated experience conducting legal research using platforms such as Lexis, Westlaw, Bloomberg Law, HeinOnline, and related resources.
- Experience designing and coordinating training programs, workshops, presentations, or instructional content.
- Excellent writing and interpersonal communication skills.
- Strong client service orientation and ability to build relationships with attorneys, staff, and colleagues.
- Proven ability to manage multiple priorities and work effectively in a fast-paced professional services environment.

Preferred Qualifications

- Experience supporting attorney training or professional development programs.
- Experience creating self-paced or on-demand learning content, especially for YouTube and similar platforms.
- Familiarity with intranet or content management systems.
- Experience with AI-enabled legal research tools, including generative AI platforms.

What We're Looking For

The ideal candidate is:

- An outstanding researcher who enjoys helping others become better researchers.
- Comfortable embracing new technologies and finding innovative ways to teach and share knowledge.
- Collaborative, curious, and enthusiastic about professional development.
- Passionate about the evolving future of legal research and legal information services.

Why Join Our Team?

- Help shape the firm's next generation of research training.
- Work with a collaborative and supportive global Research Services team.
- Enjoy a fully remote or a hybrid work arrangement.
- Contribute to the growth of Arnold & Porter's Seattle office and West Coast presence.

Please submit a resume and cover letter for consideration.

The anticipated base salary for this position is \$76,400 to \$95,500. 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.

For benefits information, please click here <https://www.arnoldporter.com/en/careers/professional-staff/benefits>.

The firm may provide a discretionary bonus annually.

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breastfeeding and related medical conditions), age, marital or partnership status, familial status, sexual orientation, gender, gender identity, gender expression, transgender, physical or mental disability, medical condition, family leave status, citizenship status, immigration status, ancestry, genetic information, military or veteran status, or any other characteristic protected by local, state or federal laws, rules or regulations. Our Firm's equal opportunity policy applies to all employment practices and terms and conditions, including, without limitation, recruitment, employment, assignment, training, compensation, benefits, promotions, disciplinary action and terminations. For purposes of the firm's Anti-discrimination and Anti-harassment Policies, the term "race" includes, without limitation, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, such as braids, locks, and twists. Arnold & Porter Kaye Scholer LLP endeavors to make www.arnoldporter.com accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact Director of Support Staff Stephanie Denmark at +1 202.942.6068. This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.

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 [Know Your Rights](#).

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