

Washington Area Legal Recruitment Administrators Association Salary Survey 2006

Presented By

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For



May 2006

Wisnik Career Enterprises, Inc.

www.wisnik.com





Survey Method

- **Sent over 215 surveys to DC Law Firm Recruitment Professionals and over 40 surveys to Law School Professionals**
 - Wisnik Career Enterprises, Inc. emailed surveys on Friday, March 17, 2006
 - WALRAA emailed reminders on Friday, March 24, 2006 and on Friday, March 31, 2006
 - Distributed survey results at WALRAA Meeting on Friday, May 5, 2006
- **Received a total of 103 completed Law Firm surveys and 24 completed Law School surveys via email/fax/mail**



Law Firm Salary Survey Results

- Received a total of 103 Law Firm surveys
- Total Breakdown
 - Assistants: 19
 - Coordinators: 29
 - Managers/Administrators: 40
 - Directors: 15

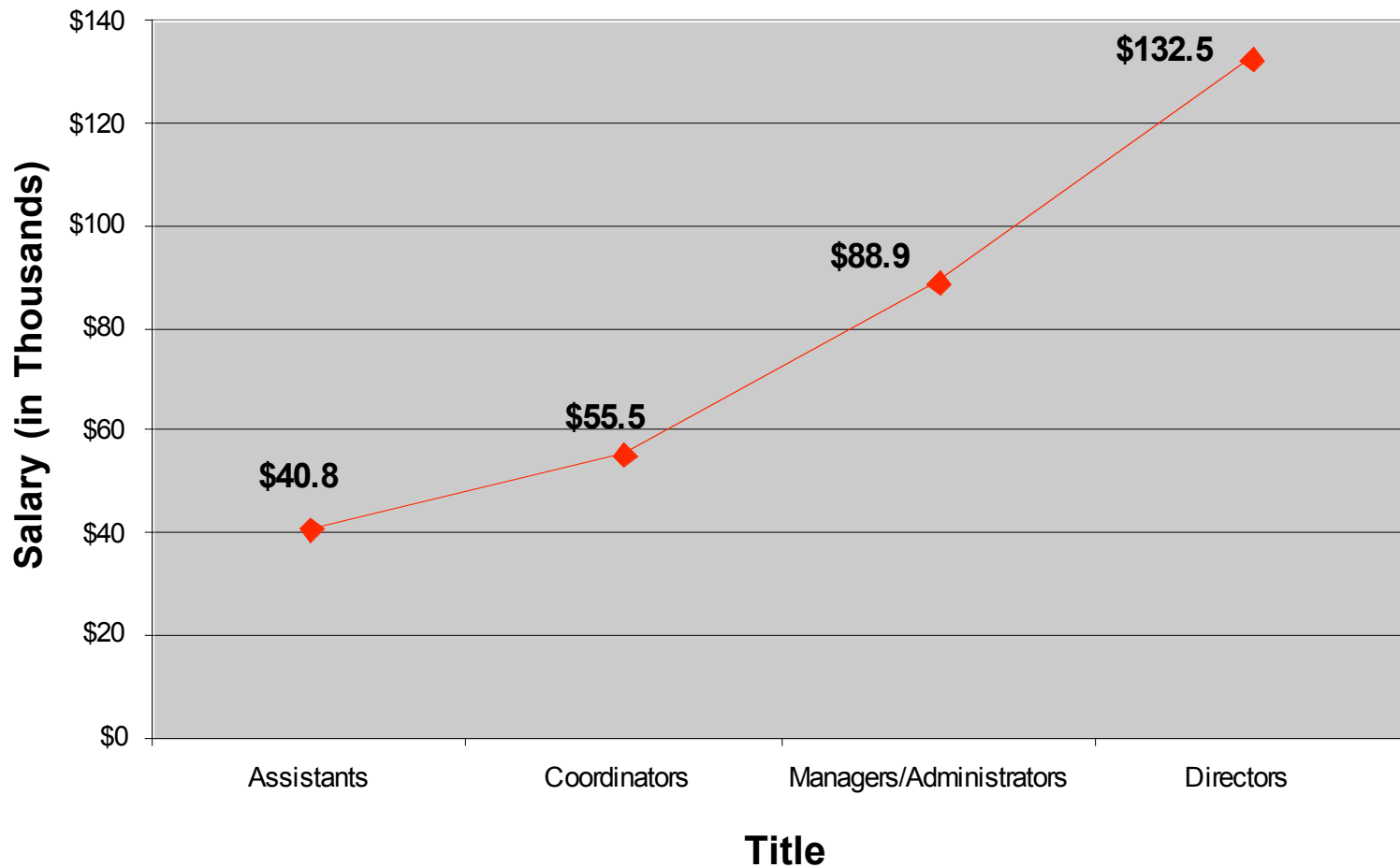


2006 Survey Results

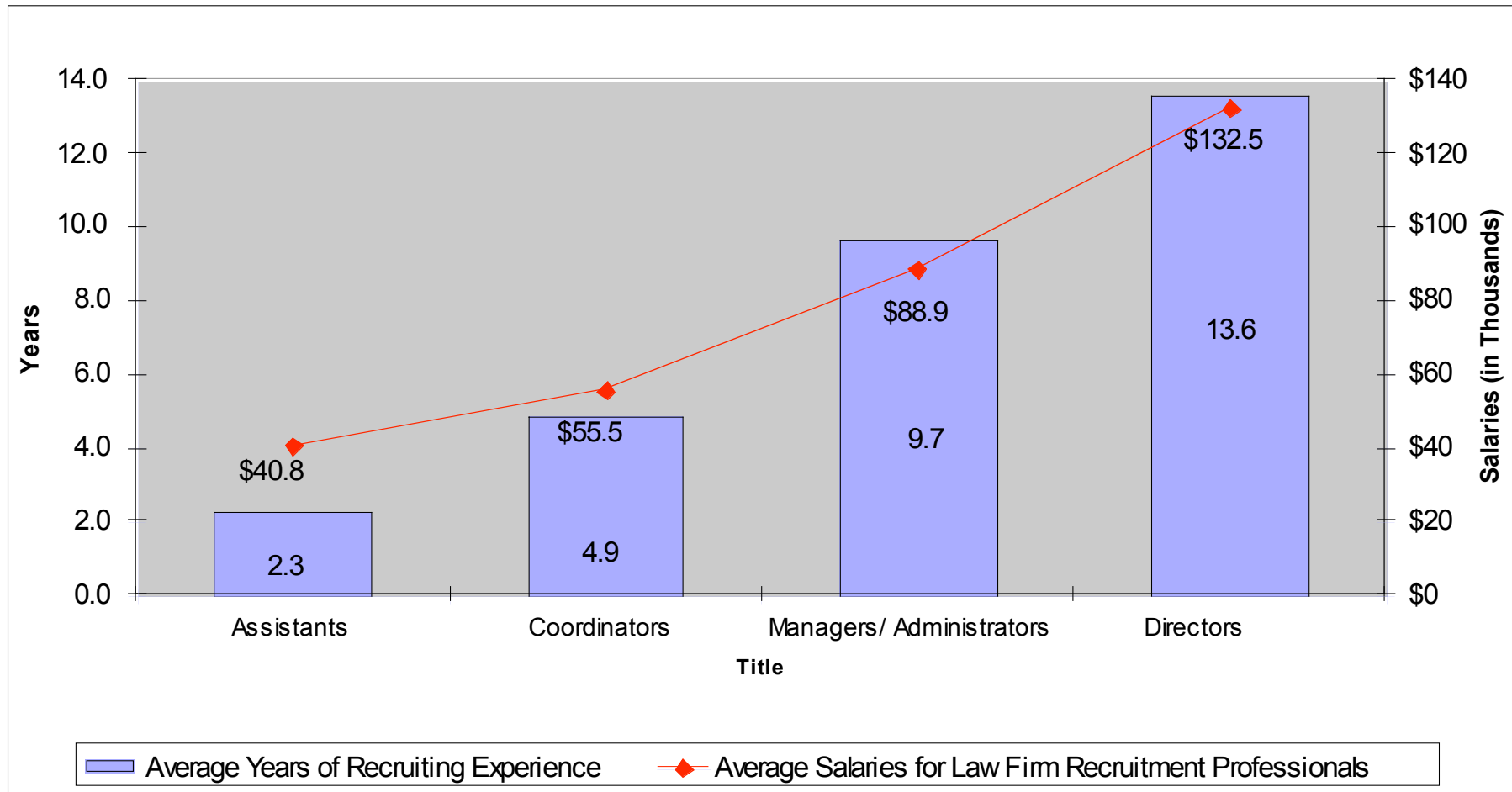
DC Law Firm Participants' Average Salaries

<u>Title</u>	<u>Average Salary</u>	<u>Salary Range</u>
Assistants:	\$40.8K	\$30-60K
Coordinators:	\$55.5K	\$41-75K
Managers/ Administrators:	\$88.9K	\$56-150K
Directors:	\$132.5K	\$81-200K

Average Salaries for Law Firm Recruitment Professionals



Average Salaries for Law Firm Recruitment Professionals VS. Average Years of Recruiting Experience



Average Salary, Overtime, Bonus & Summer Class by Size of DC Office

Assistants (Law Firm) = 19

Office Size:	<u>1-100</u>	<u>101-150</u>	<u>151-200</u>	<u>201-250</u>	<u>251-300</u>	<u>351-400</u>	<u>500+</u>
Average Salary:	\$37.8K	\$44.6K	\$43K	\$44.7K	\$35.3K	\$35.3K	\$38K
Average Overtime:	\$1K	\$5.6K	N/A	N/A	\$8K	\$2K	\$7K
Average Bonus:	\$1050	\$1.4K	N/A	N/A	\$4.5K	N/A	N/A
Average Summer Class:	10	14	20	29	31	57	78

Average Salary: \$40.8K Average OT: \$3.9K Average Bonus: \$1.3K



Recruiting Assistants Primary Responsibilities in DC Law Firms

- Recruiting Law Students
- Summer Program
- Lateral Recruiting
- Attorney Development/Orientations
- Diversity Initiatives
- Administering Evaluation Process
- Partner Recruiting
- CLE Coordination
- Other (Database Management)

Average Salary, Bonus & Summer Class by Size of DC Office

Coordinators (Law Firm) = 29

39% of Coordinators Receive Overtime

Office Size:	<u>1-100</u>	<u>101-150</u>	<u>151-200</u>	<u>201-250</u>	<u>251-300</u>	<u>401-500</u>
Average Salary:	\$59.4K	\$54.7K	\$58K	\$57.3K	\$58K	\$55.5K
Average Bonus:	\$2.9K	\$1.4K	\$2.8K	\$1.7K	N/A	\$2.3K
Average Summer Class:	8	24	12	20	16	55

Average Salary: \$55.5K Average OT: \$1.4K Average Bonus: \$2.4K



Recruiting Coordinators Primary Responsibilities in DC Law Firms

- Recruiting Law Students
- Summer Program
- Lateral Recruiting
- Diversity Initiatives
- Attorney Development/Orientations
- Partner Recruiting
- Manage the Recruiting Staff
- Administering Evaluations
- CLE Coordination
- Exit Interviews
- Paralegal Recruiting
- Pro Bono Efforts

Average Salary, Bonus & Summer Class by Size of DC Office

Managers/Administrators (Law Firm) = 40

Office Size:	<u>1-100</u>	<u>101-150</u>	<u>151-200</u>	<u>201-250</u>	<u>251-300</u>	<u>301-350</u>	<u>401-500</u>
Average Salary:	\$88.2K	\$80.9K	\$92.1K	\$99.9K	\$86.8K	\$85.5K	\$103K
Average Bonus:	\$5.6K	\$5.9K	\$8.5K	\$9.7K	\$5.1K	\$7K	N/A
Average Summer Class:	7	19	21	24	22	27	30

Average Salary: \$88.9K Average Bonus: \$7K



Recruiting Managers/Administrators Primary Responsibilities in DC Law Firms

- Recruiting Law Students
- Lateral Recruiting
- Attorney Development/Orientations
- Summer Program
- Partner Recruiting
- Diversity Initiatives
- Managing Recruiting Staff
- CLE Coordination
- Administering Evaluation Process
- Exit Interviews
- Other (Lateral Partner Integration)
- Pro Bono Efforts
- Paralegal Recruiting

Average Salary, Bonus & Summer Class by Size of DC Office

Directors (Law Firm) = 15

Office Size:	<u>1-100</u>	<u>101-150</u>	<u>151-200</u>	<u>251-300</u>	<u>351-400</u>	<u>401-500</u>
Average Salary:	\$110K	\$113K	\$164.3K	\$164.3K	\$188K	\$140.5K
Average Bonus:	\$8.5K	\$8.8K	\$24.5K	\$15.5K	N/A	\$24K
Average Summer Class:	5	16	19	20	55	78

Average Salary: \$132.5K

Average Bonus: \$13K



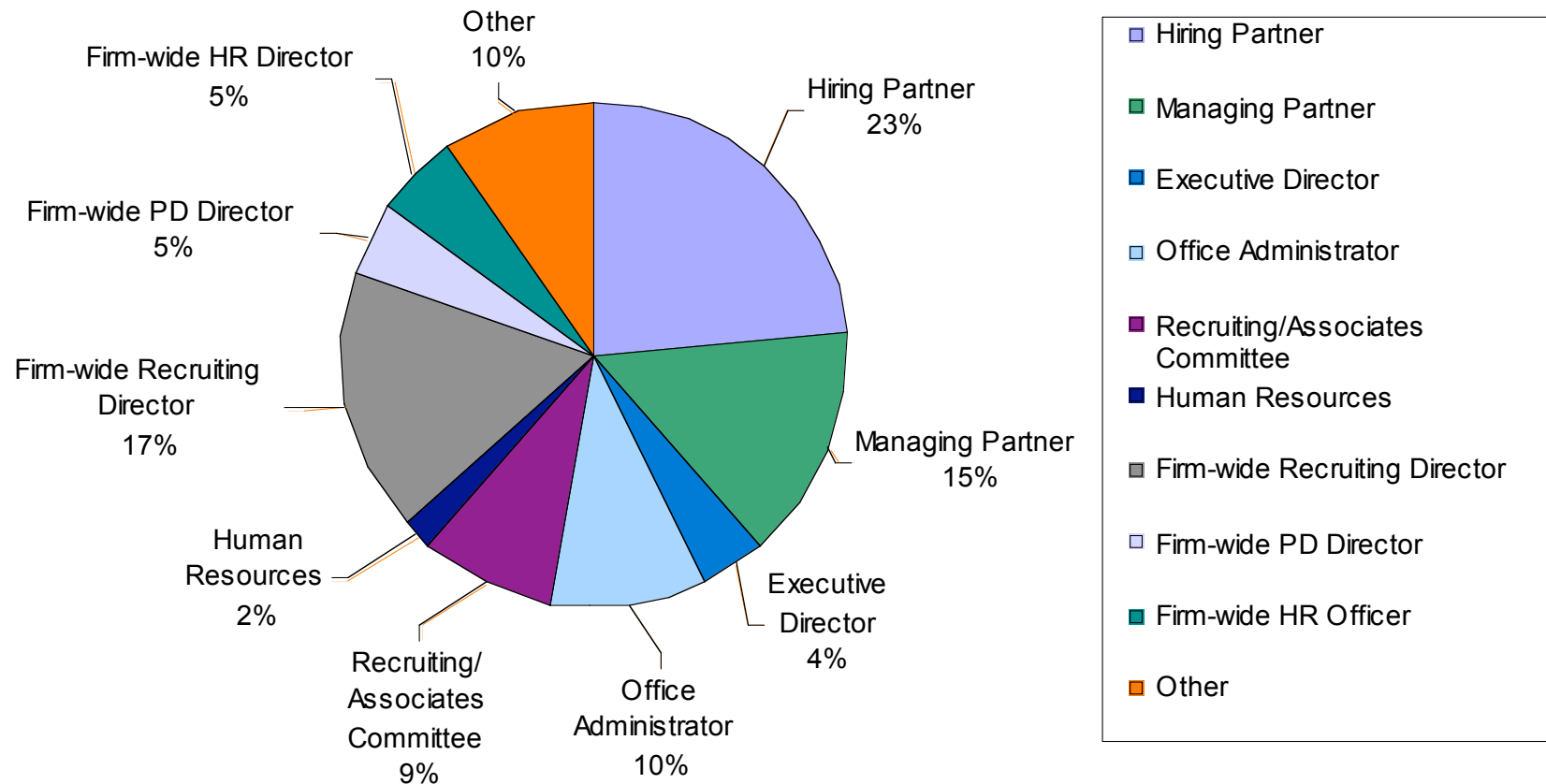
Recruiting Directors Responsibilities in DC Law Firms

- Managing Recruiting Staff
- Partner Recruiting
- Lateral Recruiting
- Attorney Development/Orientations
- Exit Interviews
- Diversity Initiatives
- Summer Program
- Recruiting Law Students
- Administering Evaluation Process
- CLE Coordination
- Other (Retreats, Compensation Analysis, Mentoring, Leadership Initiatives)
- Pro Bono Efforts

Percentage of Firm-Wide Recruitment Directors

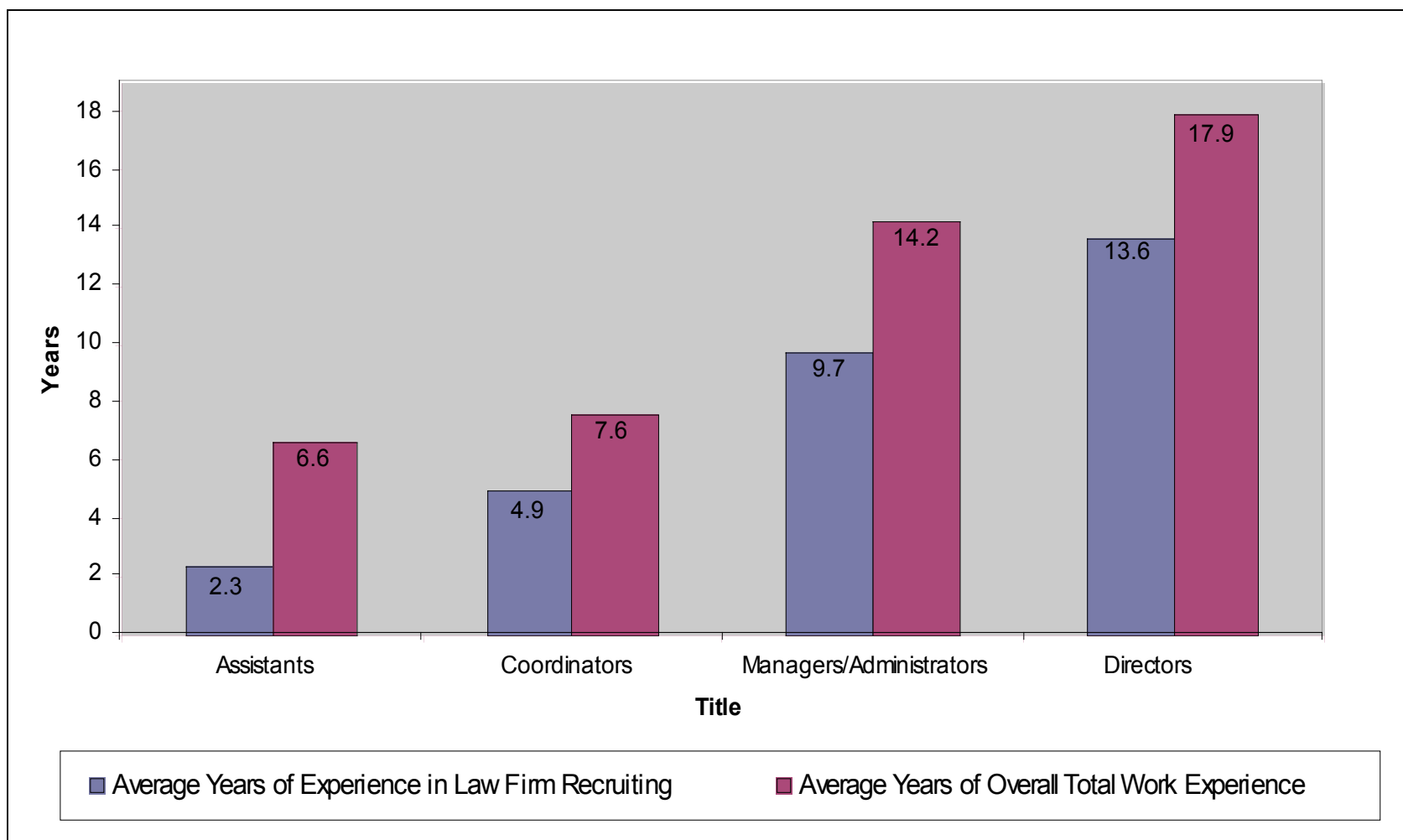


Reporting Structure: Who the Law Firm Recruitment Department Reports To

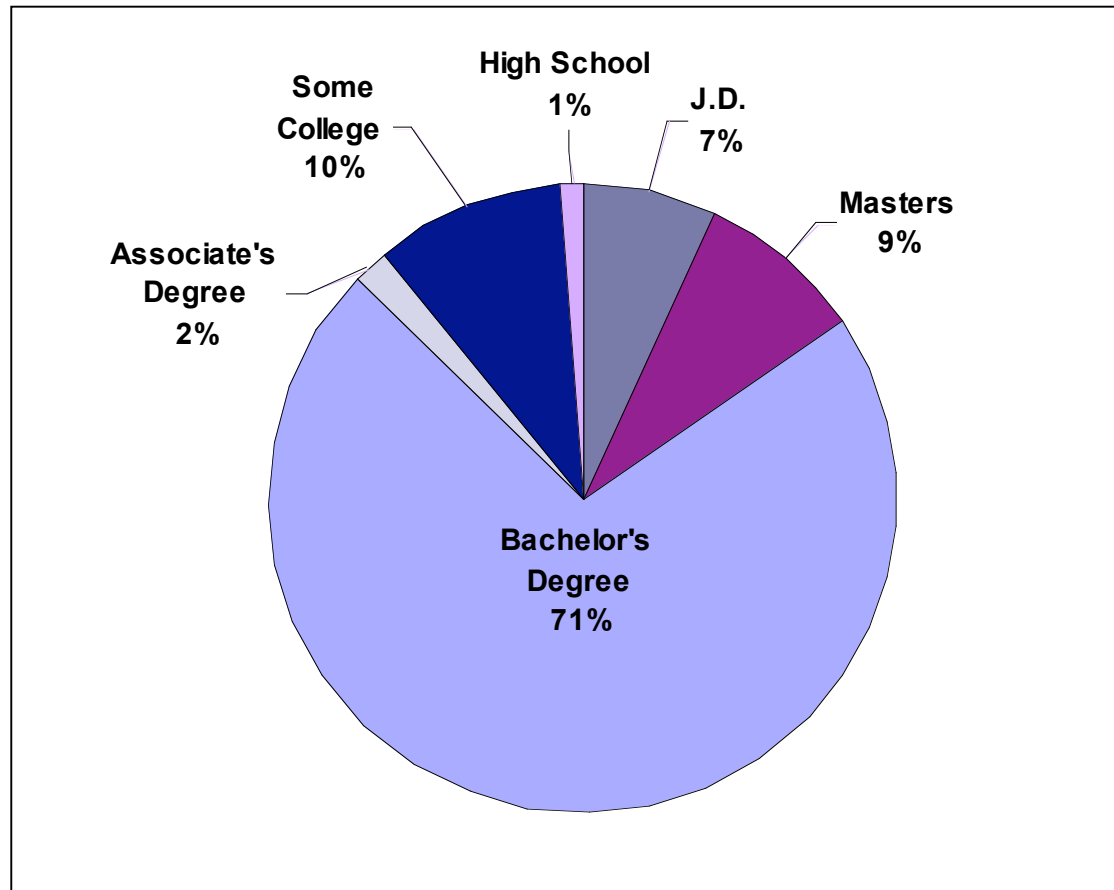


Top 3: Hiring Partner, Firm-wide Recruiting Director & Managing Partner

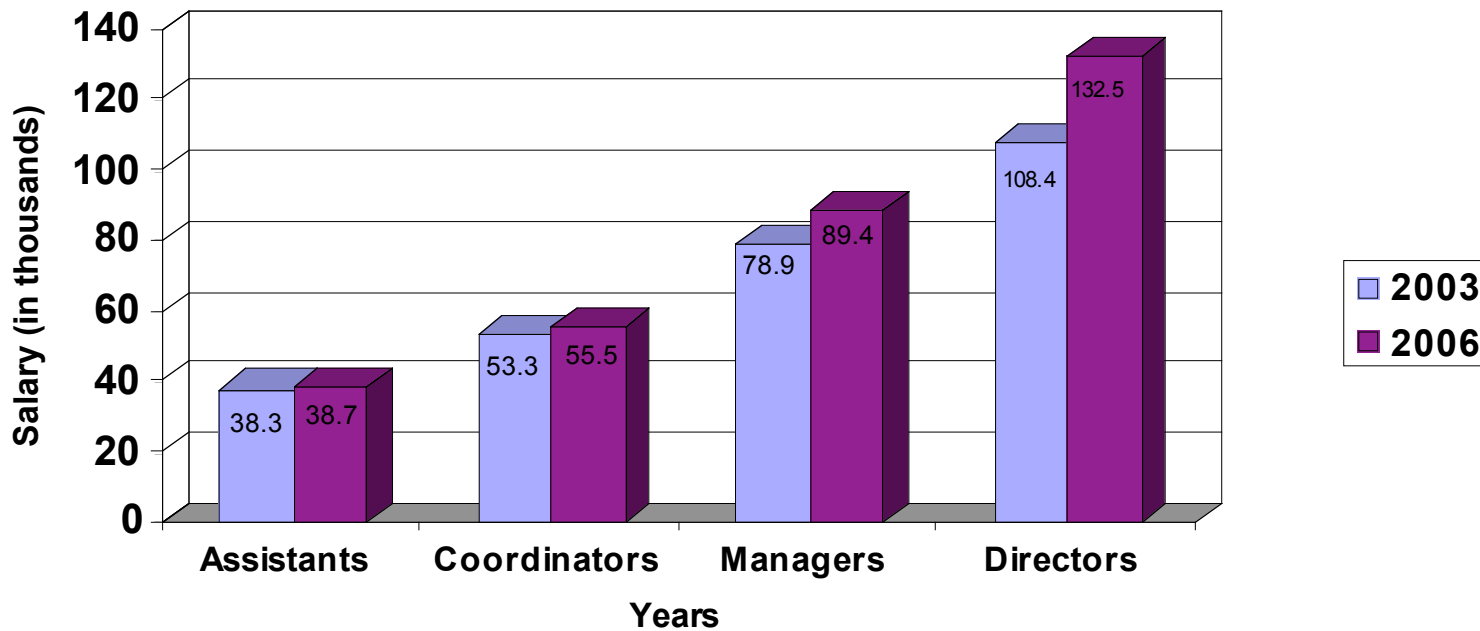
Average Years of Experience in Law Firm Recruitment Vs. Average Years of Overall Total Work Experience



Highest Degree of Education Attained by Law Firm Recruitment Survey Participants



Average Salaries from 2003 Vs. 2006



Over the past 3 years, salaries have increased:

Assistants: 1%
Coordinators: 6%
Managers: 13%
Directors: 20%



Law School Career Services Salary Survey Results

Received a total of 24 Law School Salary Surveys

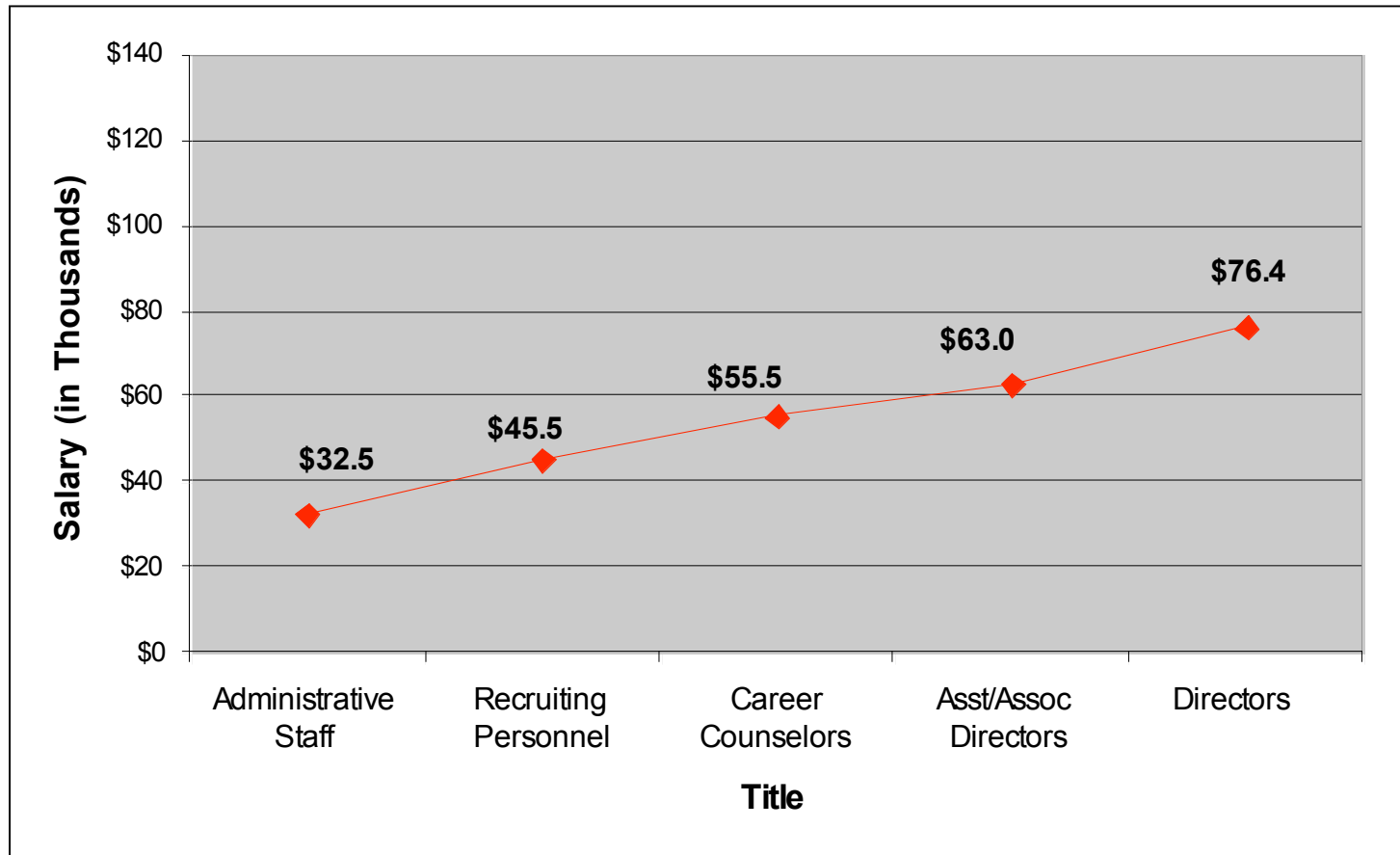


2006 Survey Results

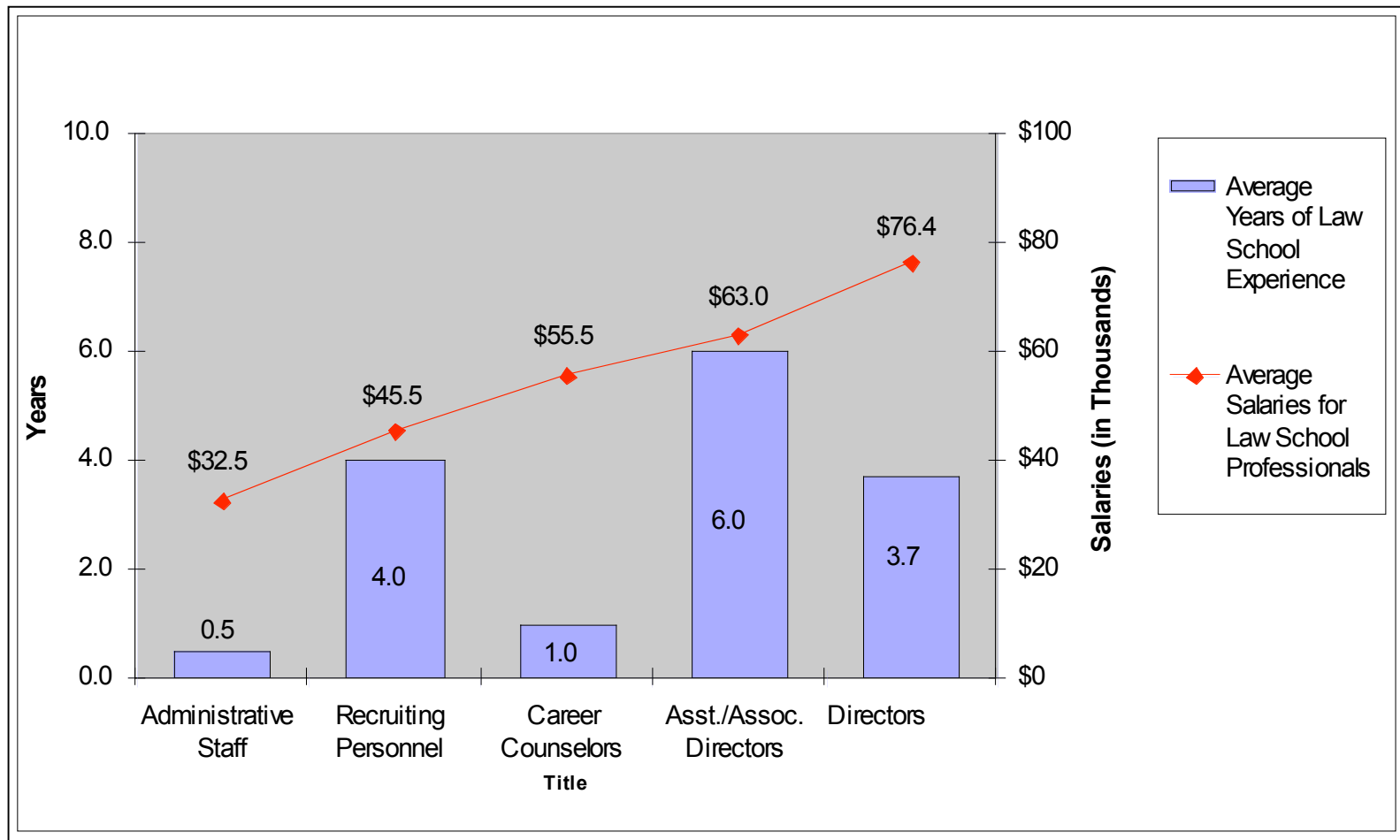
DC Law School Participants' Average Salaries

<u>Title</u>	<u>Average Salary</u>	<u>Salary Range</u>
Administrative Staff:	\$32.5K	\$30-35K
Recruiting Personnel:	\$45.5K	\$36-55K
Career Counselors:	\$55.5K	\$51-60K
Assistant/Associate Directors:	\$63K	\$51-70K
Directors:	\$76.4K	\$56-100K

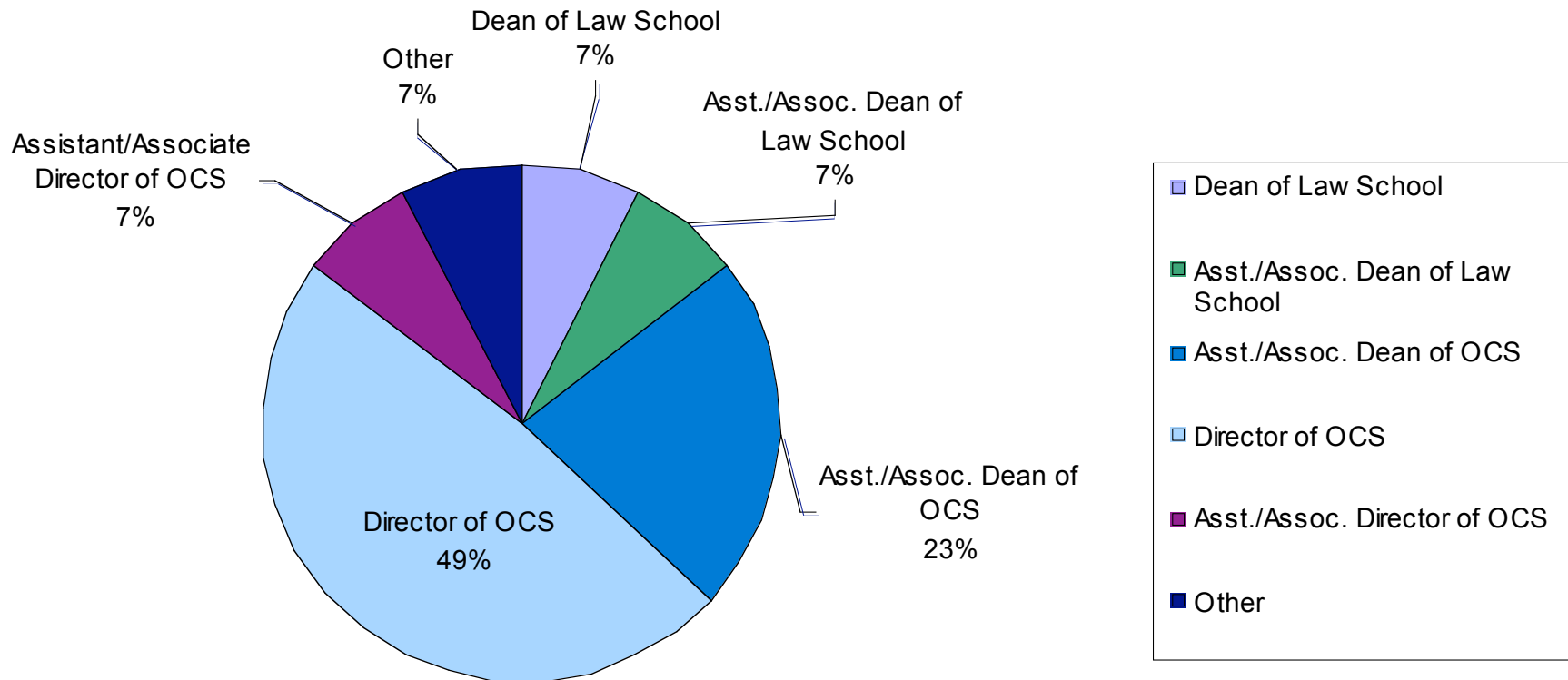
Average Salaries for Law School Career Services Professionals



Average Salaries for Law School Professionals VS. Average Years of Law School Experience

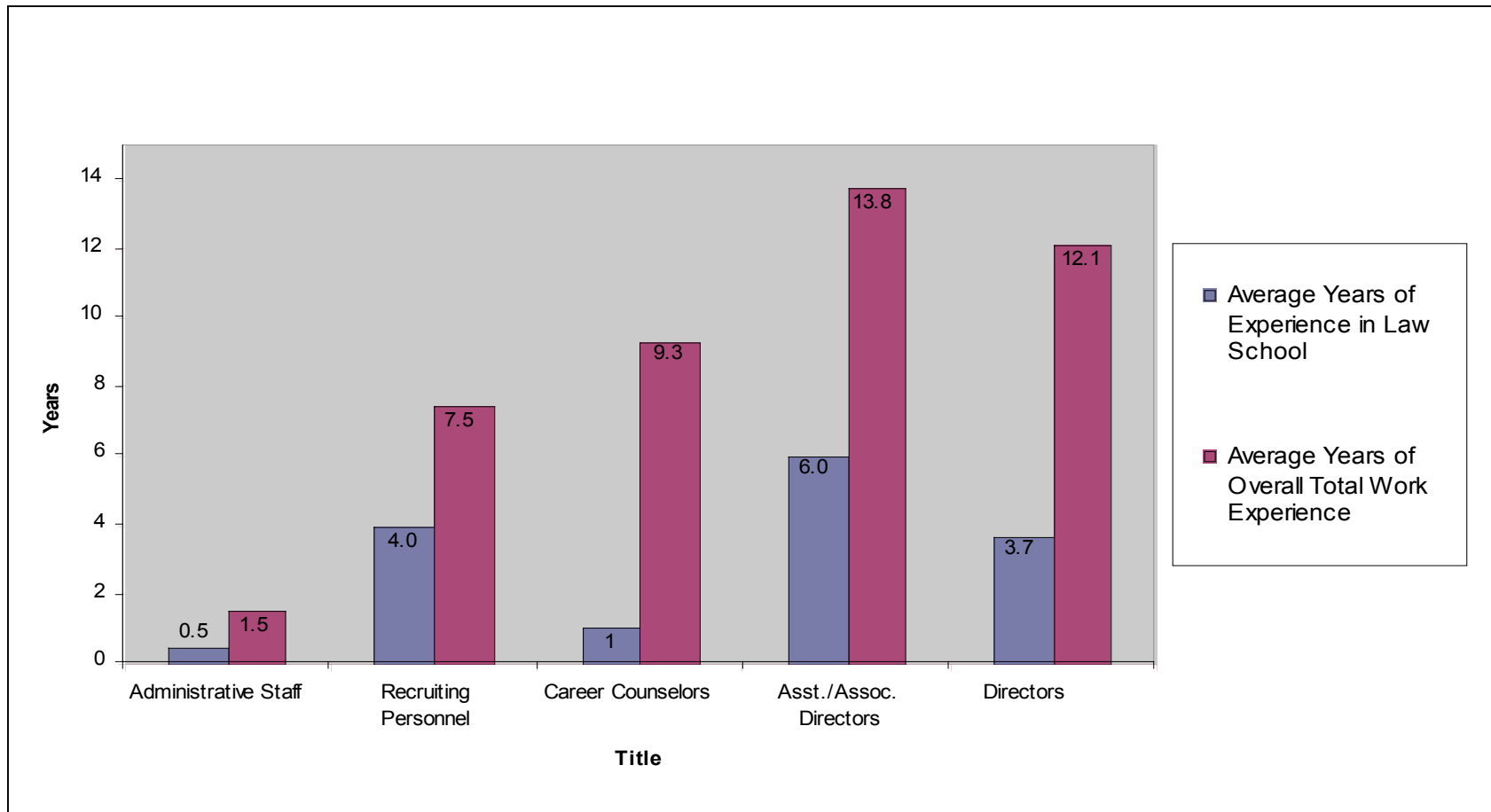


Reporting Structure: Who the Law School Career Services Professionals Reports To

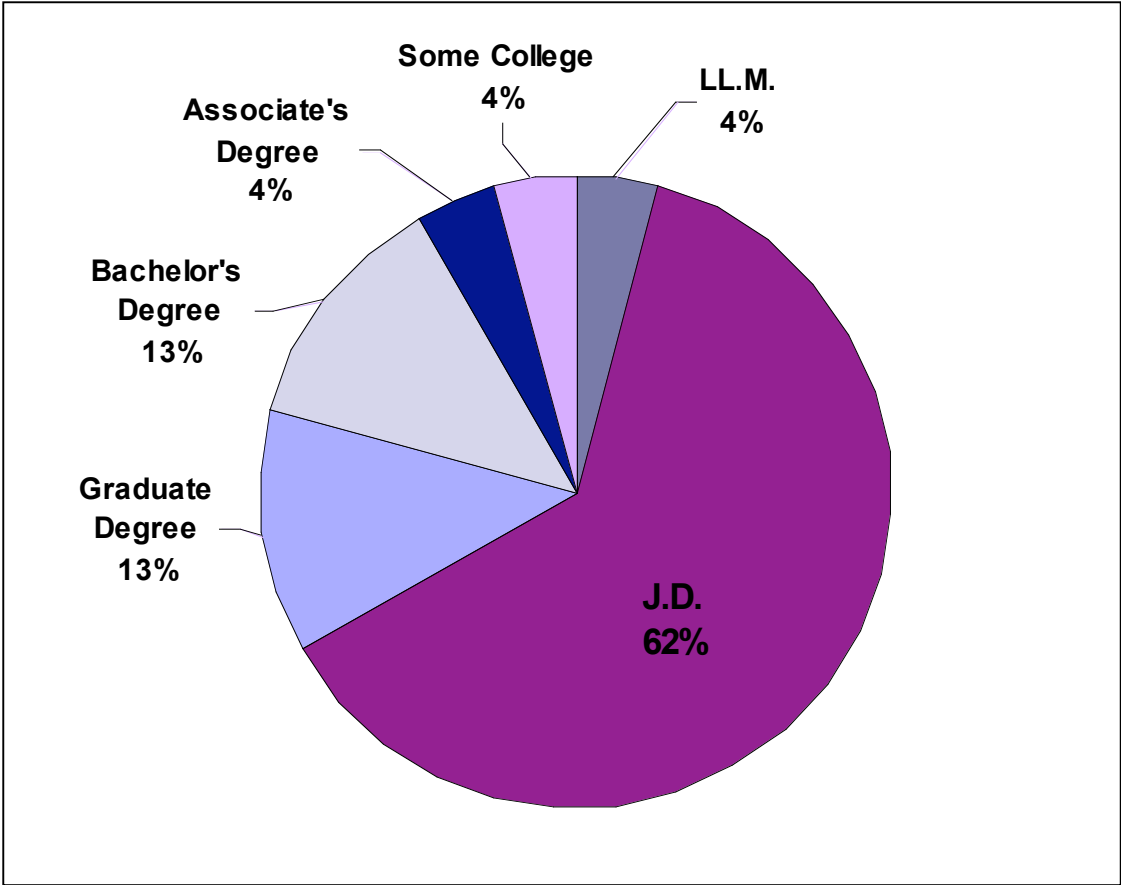


Top 2: Director of OCS & Assistant/Associate Dean of OCS

Average Years of Experience in Law School VS. Average Years of Overall Total Work Experience



Highest Degree of Education Attained by Law School Survey Participants





Administrative Staff Responsibilities in DC Law Schools

- Employer Relations
- Other (conduct surveys, track employment of J.D. students, job postings)
- On-campus Recruiting
- LL.M. Counseling



Recruiting Personnel Responsibilities in DC Law Schools

- On-campus Recruiting
- Program Development
- Employer Relations
- Managing Staff
- Other (Process Accounting Information)



Career Counselors Responsibilities in DC Law Schools

- Alumni Counseling
- Public Interest Counseling
- Private Sector Counseling
- Program Development
- Government Counseling
- Employer Relations
- Judicial Clerkship Counseling
- LL.M. Counseling
- Student Professional Development
- Diversity Initiatives
- Managing Staff
- Other (Administering Pro Bono)



Assistant/Associate Director Responsibilities in DC Law Schools

- Private Sector Counseling
- Program Development
- Employer Relations
- Student Professional Development
- Public Interest Counseling
- Government Counseling
- Diversity Initiatives
- On-campus Recruiting
- Alumni Counseling
- Judicial Clerkship Counseling
- LL.M. Counseling
- Managing Staff
- Admitted Student Recruiting
- Alumni Relations/Development
- Other (Intellectual Property Careers & Initiatives)



Director Responsibilities in DC Law Schools

- Program Development
- Employer Relations
- Student Professional Development
- Public Interest Counseling
- Government Counseling
- Private Sector Counseling
- On-campus Recruiting
- Alumni Counseling
- Managing Staff
- Judicial Clerkship Counseling
- Diversity Initiatives
- Admitted Student Recruiting
- Alumni Relations/Development
- LL.M. Counseling
- Other

Getting the Recognition & Rewards You Deserve

- Keep your employer informed of your accomplishments
- Show them how you should best spend your time and their resources
- Get professional visibility by writing, speaking, and leading
- Negotiate for non-financial rewards
- Write a pre-review memo





Career Plan For 2006

- Conduct a self-analysis _____
- Update your job description and identify a list of responsibilities you would like to take on this coming year _____
- Openly communicate with those in your department about what skills and experiences you would like to gain _____
- Visit the research section of the NALP website frequently and choose a new area you would like to expand your knowledge in _____
- Become more active in WALRAA _____
- Present a program at one of your professional association meetings _____
- Identify who you would like to add to your existing network _____
- Learn one new computer program such as PowerPoint or Access _____



Your Career Plan For 2006

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