

We are currently seeking a Project Assistant to support our Construction Law group. Since 2005, *Chambers USA* has recognized Schiff Hardin's Construction Law Group and a half dozen of our individual lawyers as Leading Lawyers in the construction law industry. In this role, responsibilities include, but are not limited to, the following:

- Becoming thoroughly familiar with each assigned case by understanding the nature of the documents and their relationship to the case in order to be responsive to document requests by attorneys/clients;
- Maintaining and organizing attorney/client files -- including correspondence, pleadings, legal research, witness files and produced documents (both hard copy and electronic files);
- Preparing documents for production -- including numbering/bates labeling, copying, organizing, indexing, shipping, or arranging for scanning/imaging of documents to be produced electronically;
- Assisting attorneys in preparation for depositions, trials, hearings and mediations -- including performing searches of document databases to identify pertinent documents, and printing and suitably organizing the documents for use by the attorney/client;
- Assisting in preparation for court filings and mediation statements -- including drafting of the document and collecting, organizing, numbering and indexing exhibits;
- Assisting with fact research -- including locating articles, documents and published cases, and printing and organizing them for review;
- Analyzing construction project documentation including change orders, invoices, time sheets and labor logs for analysis of construction cost claims;
- Analyzing construction project documentation including correspondence, change orders, RFIs, Applications for Payment, and Lien Waivers as directed by attorney;
- Taking an active role in business development planning by researching and summarizing press releases, news articles and financial reports to identify potential target opportunities. Researching target clients for business development meetings and summarizing large amounts of information for attorneys; and
- Performing other duties as assigned.

Position requires a Bachelor's degree (B.S. or B.A.) or equivalent from four-year program at accredited college or university as well as strong technical skills particularly Microsoft Word, Excel, Outlook, Visio, Adobe and a Document Management System. Any experience or familiarity with legal research and case management tools, for example, Westlaw, LexisNexis, LiveNote, Concordance and CaseMap is a plus.

*This position is an excellent opportunity for graduates to obtain experience in the legal field prior to law school.* The ideal candidate is a college graduate with a strong interest in the legal profession and the ability to commit to the position for two years prior to attending law school. Excellent oral and written communication skills are necessary with the ability to interact professionally with staff, attorneys, paralegals, coordinators, clients and vendors. The successful candidate must be able to work independently as well as with a team, have an acute attention to detail and be able to multi-task and prioritize competing commitments in a deadline-driven environment. Applicants should work well under pressure and be willing to work overtime as needed. Long hours and travel may be required.

The anticipated start date for this position will be May or June 2016.

Interested applicants should visit our web site at

<http://chj.tbe.taleo.net/dispatcher/servlet/DispatcherServlet?org=SCHIHARD&act=redirectCws&cws=1>.

As part of your application, please include a one-two page cover letter to address the following:

1. Interest - Briefly explain why you are interested in the position and how working at Schiff Hardin will support your broader career goals; and
2. Drive and Initiative - Briefly describe a self-initiated project, significant award/recognition, or other experience demonstrating successful completion of a complex project with limited supervision; and
3. Leadership – Briefly explain the most meaningful leadership position you have held during your college career.

Schiff Hardin is committed to equal employment opportunity and diversity in the workplace. We maintain a policy of considering all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, physical or mental disability, protected veteran status, or any other basis protected by federal, state or local law.

Equal Opportunity Employer, Minority/Female/Disabled/Vets/Sexual Orientation/Gender Identity