

Research & Knowledge Analyst

Skadden, Arps, Slate, Meagher & Flom LLP

Skadden is seeking a Research & Knowledge Analyst to join our Research & Knowledge Services team in the Washington, D.C. office. The work schedule for the position is Monday - Friday: 9:30 a.m. - 5:30 p.m. with alternating work hours. As a member of Skadden's professional staff, the Research & Knowledge Analyst will play an integral role in helping the firm provide high-quality service to clients.

ESSENTIAL FUNCTIONS

- Responsible for researching and providing information, analysis and expertise to attorneys and staff in all practice areas of the firm.
- Analyzes legal, corporate and general resources and communicates findings in a clear and concise manner.
- Helps plan and implement department outreach, training and orientation programs.
- Assists with the evaluation and recommendation of new information resources.
- Supports research and Knowledge Management initiatives for firm attorneys and staff across the globe, incorporating new technology.
- Performs ready reference and in-depth research on legal, corporate and other topics using online and print resources.
- Uses question and answer skills to conduct effective reference interviews.
- Distills research results into clear and concise reports of findings.
- Creates and maintains new business alert services that identify matters of interest to existing and potential clients.
- Creates and maintains current awareness alert services.
- Works independently and with the Knowledge Strategy (KS) team and selected practice areas to choose, collect, organize, maintain, and update content for practice area websites and databases.
- Provides attorneys with access to and encourages the effective use of internal and external knowledge resources.
- Disseminates knowledge resources via firm-wide intranet and databases to attorneys.
- Collaborates with practice group leaders and other attorneys to design effective KS websites and databases.
- Establishes relationships with attorneys to promote awareness of KS initiatives and to solicit their participation.
- Uses workflow software for the distribution and recording of research requests.
- Monitors email on firm-issued mobile devices while out of the office and during off hours and coordinates with staff in the Washington, DC and other offices to complete pending requests.
- Ensures continuity of Research & Knowledge Services operations during supervisor absences.

Qualifications

- Expertise in using computer-based research tools including but not limited to: Lexis, Westlaw, Bloomberg, Intelligize, Securities Mosaic, Practical Law, Fastcase, PLI, Capital IQ, Deal Point Data.
- Advanced knowledge of relevant firm computer software programs (e.g., Outlook, Excel, PowerPoint), with the ability to learn new software and operating systems.
- Proven ability in using WYSIWYG web page editors.
- Ability to handle multiple projects and shifting priorities.

Experience/Education

- Master's Degree in Library Science or equivalent experience (minimum of eight years) and
- Minimum of two years research experience in a law firm or corporate library.

How to Apply

To apply, please go to <https://www.skadden.com/careers/staff/opportunities/washington-dc/research-and-knowledge-analyst>.