



## Careers

“The culture we have tried to create at Kobre & Kim is one that encourages people to speak for themselves and to be vocal about their opinions. We know that the best ideas and strategies do not always come from the top down but from all directions. This is important because we are ultimately in the business of advocating for our client’s position.”

–Michael S. Kim, firm co-founder

### How Do Litigation Assistants Add Value to a Case?

The Kobre & Kim Litigation Assistant Program is a highly selective two-year minimum program consisting of recent top-tier college graduates and young professionals. Under the close supervision of attorneys and through extensive training, Litigation Assistants serve as critical members of the case teams to provide vital administrative and practical support. General duties include, but are not limited to: organization and maintenance of electronic case files, preparation of documents for court proceedings and filings, development and implementation of organization systems on case teams, management of the production and receipt of case documents during discovery proceedings, review and analysis of primary and legal documents, assistance with pre-hearing and pre-trial materials, coordination of in-person document delivery and collaboration with external vendors.

### Join the Litigation Assistant Program

Litigation Assistants remain at the firm for a minimum of two years (and often longer), working alongside lawyers from the inception of the investigative phase of cases through actual litigation. All Litigation Assistants have opportunities for advancement after their first year, including transitioning to management roles as a Senior Litigation Assistant. Litigation Assistants are also eligible to work in a highly legal-focused role as Specialists, working closely with the firm’s lawyers in cultivating specific product areas, skills or geographical regions to provide critical advisory services and leadership on client matters.

The Litigation Assistant Program offers an unparalleled opportunity for recent college graduates and young professionals to gain substantive, hands-on experience in law, develop their critical thinking skills and acumen for a successful career in any industry and join a network of both current and emerging leaders in the legal industry and beyond.

Additionally, the Litigation Assistant Program offers unique benefits and opportunities for Litigation Assistants, including but not limited to:

**Career growth** (promotion and leadership opportunities, cross-office teamwork & collaboration, affinity groups, mentorship, international connections and alumni network, structured feedback);

**Skills development** (client interaction, public speaking, extensive training and resources, stipends for foreign language courses and job-related professional certifications);

**Graduate school preparation support** (paid study leave, firm-covered test preparation); and

**Work perks** (social and professional development events, peer and attorney mentorship, scholarship program\*, stipends, external speaker events, potential office transfers, travel opportunities, hybrid working model and much more).

\*Litigation Assistants who remain at the firm for at least three years are also eligible for the selective Kobre & Kim Scholars Program, which awards recipients with up to one year’s tuition to pursue law school, business school and other graduate degrees.

### Job Qualifications

Litigation Assistants are typically top-ranked graduates from prestigious colleges and universities. Candidates should possess a minimum of a bachelor’s degree from an accredited university; a strong academic background; and excellent critical thinking, writing, research, teamwork and communication skills.

# KOBRE & KIM

Litigation Assistants are highly motivated and intellectually curious individuals who display a broad range of academic and extracurricular interests. Interest in exploring financial markets and pursuing a career in law is welcomed but not necessary. Litigation Assistants come from a range of disciplines including STEM, finance, social sciences and liberal arts. Additional language skills — Arabic, French, German, Hebrew, Italian, Korean, Mandarin, Portuguese, Russian and Spanish — are not required but strongly encouraged.

**Learn more about our current Litigation Assistants in the Our People section [here](#).**

## **Recruiting Process & Timeline**

Kobre & Kim typically recruits final-year undergraduate students for full-time Litigation Assistant positions in the fall and winter in advance of training in June. As additional needs arise, the Litigation Assistant program may have further openings throughout the year.

At this time, all interviews are currently conducted over Zoom.

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