



Employer Name: Sidley Austin LLP

Position Title: Project Assistant

Location: New York City, New York

Industry: Legal

Job Description

We are seeking entry-level project assistants for our Corporate, Litigation and Real Estate Practice Groups.

Corporate project assistants perform a multitude of tasks when assisting in the firm's transactional practice. They proofread, review and organize deal documents, maintain lists of all involved parties, create checklists of documents, distribute the necessary documents for required signatures, create closing sets, ensure that DTC letters are finalized before closing date, review form of bonds or certificates and send to trustee for approval, file UCCs, manage EDGAR filings, obtain CUSIP numbers and CIK and CCC numbers, obtain certificates of good standing and other corporate documents before closing, prepare notes and certificates, insert prices and create graphs (both hypothetical and final) onto final term sheets and draft preliminary and pricing supplements.

Responsibilities

Litigation project assistants produce documents, prepare privilege logs, cite-check briefs, prepare witness kits and binders, schedule court-reporters for deposition, file documents electronically with the courts, and assist attorneys at trial and arbitrations.

Real Estate project assistants prepare and file UCC financing statements, order UCCs and other search reports, prepare signature page packets for execution by clients and third parties, prepare closing indices and CD-roms of closing documents and attend in-person closings and assist with organization of closing files.

Project Assistants in our Regulatory Practice Group manage regulatory filings for over 700 active hedge funds, interact with clients on a daily basis regarding sales management and regulatory filing requirements, develop and maintain the firm's Blue Sky Website and supervise client usage, review fund offering documents in preparation for filing with the Securities and Exchange Commission and are responsible for the annual Securities and Exchange Commission filings.

Qualifications

Candidates need to provide resume, short cover letter and a transcript (may be unofficial) showing a 3.0 GPA.

Duration: Permanent

Job Functions: Legal

Employer Description

Sidley Austin LLP is a full-service global law firm of approximately 2000 lawyers located in 20 offices. Our transactional practice includes corporate and securities, mergers and acquisitions, funds and other pooled investments, bankruptcy and corporate reorganization, public finance and real estate. Our litigation experience covers trial, appellate and arbitration matters including general and commercial litigation, regulatory and financial litigation, antitrust, white collar criminal defense, and patent litigation.

Sidley has a broad transactional practice. Major practice disciplines include corporate and securities, mergers and acquisitions, securitization, intellectual property, funds and other pooled investments, bankruptcy and corporate reorganization, bank and commercial lending, public finance, real estate, project finance, tax and employee benefits, as well as trusts and estates.

We offer clients extensive litigation experience in trial, appellate and arbitration matters spanning virtually every area of substantive law. Main practice areas include general and commercial litigation, regulatory and financial litigation, antitrust, white collar criminal defense, environmental, life sciences, patent and other intellectual property litigation, product liability and mass tort litigation, international commercial arbitration and dispute resolution, and international trade law.

Sidley's regulatory practice in Washington, D.C., Brussels and elsewhere provides communications, energy, environmental, food, drug and device, healthcare, insurance, financial institutions and securities regulatory services to our clients in virtually every major industry, especially those industries that have been strictly regulated worldwide, such as the life sciences, energy, telecommunications and financial industries.

We are one of only a few U.S. law firms with a continuous presence in Asia for the past 30 years. During that time, we have earned a reputation among our clients and industry publications as a leading law firm in the Asia Pacific region.

Employer Locations: New York City, New York

Allowed School Years: Senior

Allowed Majors: All majors allowed

Work Authorization Requirements: US work authorization is required