

# TALENT ACQUISITION AT A GLANCE

## *Meet the Team*



*Trina Burrous*  
*Talent Acquisition Partner*

Trina joined HLS in September 2017 as Recruiting Manager and serves as the point of contact and subject matter expert for full cycle recruitment of staff positions. Prior to joining HLS, Trina was a Recruiter with Harvard Medical School working with a diverse portfolio of client departments including the Basic Sciences, Comparative Medicine, External Education, IT, Programs In Medical Education and Sponsored Programs. Trina prides herself on ensuring a positive recruitment experience for both hiring managers and candidates alike. She holds a Bachelor's degree from the University of Connecticut and is certified as a Professional in Human Resources (PHR) by the HR Certification Institute.



*Monique Henriques*  
*Talent Acquisition Partner*

Monique joined HLS in June 2021 as a Talent Acquisition Partner. Prior to joining HLS, Monique worked in Industry for 18 years and most recently shifted gears in 2018 to work in Higher Education as a Senior Talent Acquisition Consultant at Dartmouth College. Her recruitment portfolio included supporting Arts & Sciences, Library, Provost, Advancement, Thayer School of Engineering and Graduate Studies. Monique's ongoing commitment to fostering a diverse and inclusive work environment has been both a personal and professional goal. In addition, she prides herself on ensuring the hiring manager and candidate have an exceptional recruiting experience.



*Wendy Keng*  
*Human Resources Coordinator*

Wendy joined HLS in June 2022. Previously, Wendy worked in HR & Finance administration at the FAS Office of Career Services where her responsibilities ranged from staff engagement and event planning to hiring and onboarding of staff, student employees and contingent workers on the department level. In her current role, Wendy is excited to contribute to the larger scale recruitment efforts of the Law School's diverse departments, centers and programs. As a firm believer that every interaction is an opportunity to provide a positive experience, Wendy is committed to delivering high level candidate and client support at all stages of the recruiting process.

# TALENT ACQUISITION

*By the Numbers (2021)*

*As a TA team, we partner with our managers every day to create an inclusive hiring process and provide a best in class candidate experience.*

134

**JOB POSTINGS  
FILLED**

46%

**DIVERSE HIRES**

32%

**INTERNAL CANDIDATE  
PROMOTIONS**

30% at HLS  
2% elsewhere at Harvard  
(That's 43 jobs!)

# HARVARD LAW SCHOOL

## *At A Glance*

- 600 STAFF
- 1,990 STUDENTS
- 100 FULL TIME PROFESSORS  
● ROTATION OF 40+ VISITING PROFESSORS  
● ROTATION OF 150+ LECTURERS ON LAW
- 2M + VOLUMES IN HLS LIBRARY
- 23 IN HOUSE CLINICAL PROGRAMS





# BUILDING COMMUNITY

## *Events and Celebrations*

*We strive to cultivate an engaging and inclusive culture  
where people feel connected and celebrated.*



HLS Staff Party



Fridays @ 4  
'Family Feud Edition'



Staff Appreciation Lunch



# VIRTUAL TOUR

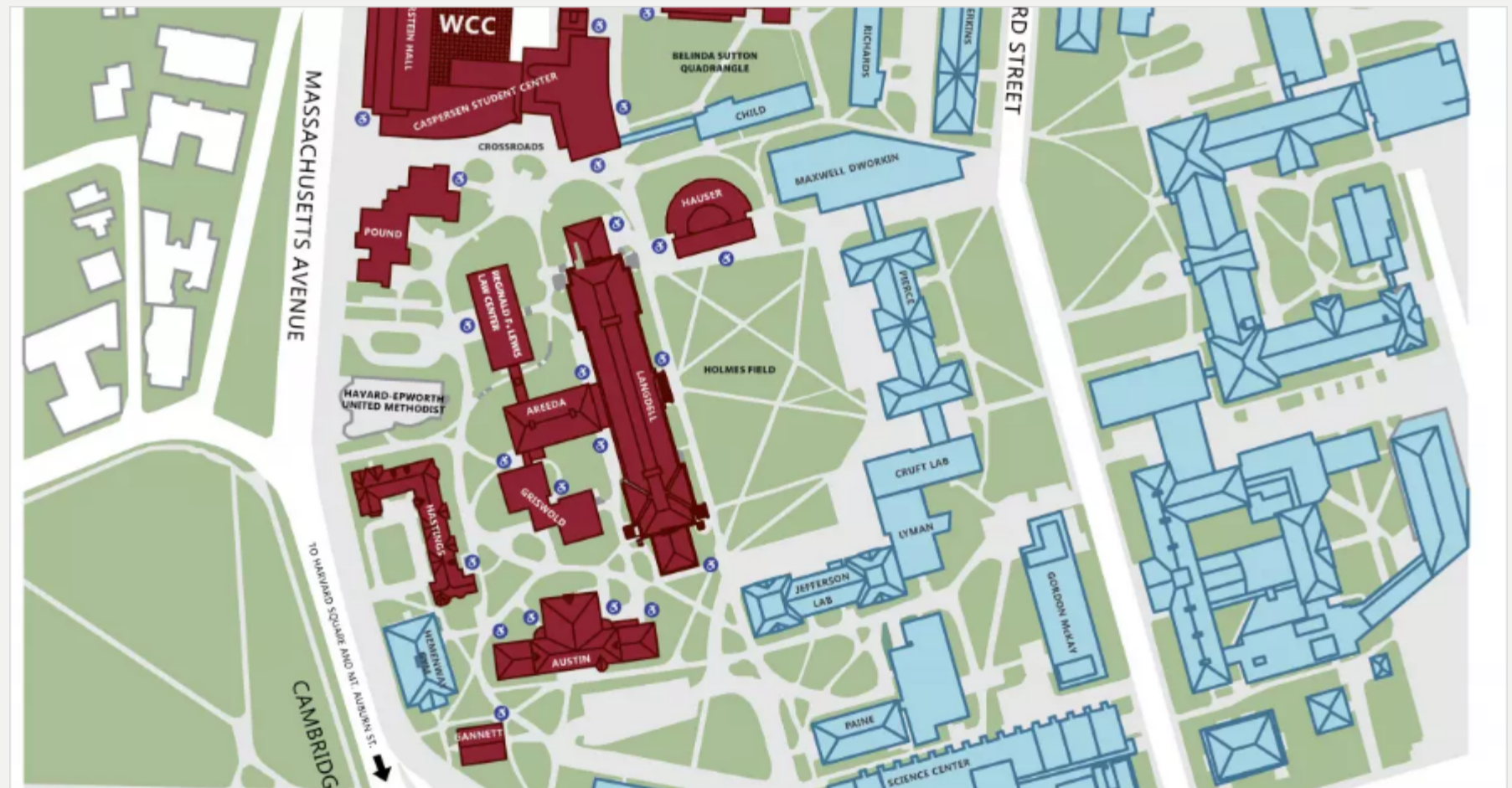
*Visit us virtually using the links below*



## **VIDEO: A virtual tour of Harvard Law School - Harvard Law Today**


A virtual tour of Harvard Law School, home to historic buildings, the world's largest academic law library, and a number of dedicated learning and clinical practice spaces.

HLS Harvard Law Today /



## **Campus Map and Directions**

The main Harvard Law School campus is located at 1585 Massachusetts Avenue, on the northwest corner of Harvard Yard, bordered by Massachusetts Avenue

 Harvard Law School

[Virtual Tour of Harvard Law School](#)

[Campus Map and Directions](#)