SUMMER ASSOCIATE PROGRAM

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The summer associate will perform substantive assignments for clients, hone skills, and become familiar with our practice. The summer associate will work closely with a variety of lawyers and get a sense of what it would be like to spend a career at Burke, Warren.

Work Assignments

Our Summer Associate Program offers a true introduction to the associate experience at Burke, Warren. Summer associates work on actual client projects, gaining practical experience. Our lawyers provide coaching and constructive feedback, regular evaluations, and a friendly working environment. Work assignments will expose the summer associate to a variety of practice areas. Our goal is to ensure that the summer associate receives interesting, challenging work that affords direct contact with as many different attorneys as possible. Summer associates receive work assignments from members of the Summer Associate Program Committee who collect assignments from Burke, Warren's attorneys.

Getting to Know the Firm

We want our summer associates to get to know our attorneys and staff. Burke, Warren hosts a variety of social events that provide summer associates with relaxed, informal ways to meet outside the office. Events during the summer include professional sporting events, client entertainment, and other functions.

Hiring Decisions

Burke, Warren normally hires its first-year attorneys from its Summer Associate Program. Summer associates receive the same monthly salary as starting first-year associates.
Our Practice

Burke, Warren provides a wide range of business services, offering clients expertise in many areas of law. Burke, Warren is organized into practice groups, including corporate, litigation, real estate, labor and employment, financial services, taxation, estate planning, health care, and employee benefits. We also have a multidisciplinary practice serving non-profit, religious, educational, health, and social services organizations. Please visit the Practice Areas section of this website for more detailed descriptions of each practice group.

Associate Work and Compensation

We expect our attorneys to meet our clients' needs and deadlines, which can be demanding. However, we greatly value and respect the interests and commitments each attorney has outside the office. Our associates are asked to work a minimum of 1,800 billable hours per year.

Associate salaries, including those of first-year lawyers, are reviewed for adjustment as of October 1st of each year, when associates receive annual performance reviews. Associates may be eligible to receive discretionary bonuses at year-end based on work quality, billable hours, and the origination of client business.

Other bonus factors (i.e., work quality and origination of business) will be considered independently of billable hours. Associates also participate in our employer-funded profit sharing plan and its insurance benefit programs and may, at their option, participate in our employee-funded 401(k) program. We pay first-year attorneys a stipend of one-half salary for the two months they are preparing for the Illinois bar examination.

Professional Development

Burke, Warren is organized as a professional corporation, rather than a partnership. An associate is elected to be a director (the equivalent of income partner) based on the long term, demonstrated quality of the associate's work. Typically, Burke, Warren considers an associate for promotion to director after seven years of outstanding practice and at least three years of practice with Burke, Warren. Directors may be elected to shareholder status (the equivalent of equity partner) based on their proven ability to bring clients to the firm and to contribute to its long term development.

Associates are encouraged to develop their own clients. Burke, Warren assists all of its attorneys in marketing their practices to potential and current clients by providing a full time, in-house marketing director. Associates are encouraged to further their professional development in a number of ways, including attending seminars, publishing articles, and participating in bar association and business networking activities.

Application Process
Burke, Warren participates in on-campus interviews or a resume collect process at several Midwest law schools. If Burke, Warren is interviewing or requesting resumes at your school, please apply for a summer associate position through that process.

Otherwise, if you are interested in applying for a summer associate position for the Summer of 2019 and you have completed one year of law school as of the date of application, please submit your cover letter, resume and transcript to opportunity@burkelaw.com.