

ASSISTANT/ASSOCIATE GENERAL COUNSEL POSITION DESCRIPTION

Daily Legal Advising

Provide timely, accessible, sound legal advice on a daily basis to administrators, faculty, staff and student leaders on the full array of legal issues arising in the context of higher education, including due process, free speech, tort liability, discrimination, open records and open meetings, student privacy rights, contracts, intellectual property, residency, real estate, immigration, computing/technology and tax. This includes advising administrators on general liability, employment and other issues as well as providing legal advice and representation in specific situations involving threatened or potential claims by employees, students, visitors to campus, and other third parties, many of whom are represented by legal counsel. Such preventive advising is essential to preventing and minimizing the University's legal exposure in all matters.

Policy Review and Development

Assist administrators and campus committees in reviewing, drafting and modifying University policies so as to ensure compliance with existing and evolving federal and state law.

Contract Review and Negotiation

Draft and review University contracts and memoranda of understanding with third parties, including external institutions, agencies and private companies and individuals. These include contracts for the purchase of goods and services, research agreements, real estate transactions, and affiliated corporation agreements.

Development and Delivery of Legal Issues Presentations

Develop and deliver various presentations and training seminars on current law and policies to groups of administrators and other supervisory personnel. Some of these are regular, annual presentations, such as the Legal Issues for New Department Heads fall orientation series and the Legal Issues for Supervisors of Classified Employees seminar. Several others are conducted on an *ad hoc* basis each year upon request.

Studying and Keeping Abreast of Developments in the Law

Attend continuing legal education seminars and read legal publications, such as U.S. Law Week, federal and state case law reporters, and numerous other legal journals and reports, in order to stay abreast of the voluminous and rapidly evolving law affecting the University.

Conflict Resolution by Internal Means

Advise and assist administrators in dispute resolution within the University, using negotiation, mediation, and in-house grievance hearings and appeals. Conduct litigation-type activities in internal proceedings.

Litigation and External Proceedings

Research and analyze applicable case law, statutes and regulations; draft and respond to pleadings, motions and correspondence; investigate facts, including conducting interviews of clients and witnesses; collect, review, analyze and organize documents; prepare for and conduct depositions; draft and respond to interrogatories and requests to produce documents; prepare witnesses to testify; argue before courts and regulatory agencies; negotiate settlements; and conduct trials.

Administrative Responsibilities

Meet weekly with the other attorneys to discuss pending matters; meet monthly with administrators from the Office of Affirmative Action, Human Resources and Employee Relations.

University Service

Serve on campus-related boards and committees.