UNIVERSITY MISSION
The mission of Kansas State University is to foster excellent teaching, research and service that develop the highly skilled and educated citizenry necessary to advancing the well-being of Kansas, the nation and the international community.

THE OPPORTUNITY
The General Counsel serves as the University’s chief legal officer and is responsible for managing the provision of all legal services to the University, including legal counseling and advice to prevent and solve problems, as well as vigorous representation in matters that enter litigation or other dispute resolution arenas. The General Counsel is responsible for leading the Office of General Counsel and its team of attorneys and paralegals, as well as overseeing outside counsel for the University. The General Counsel serves as a member of the President’s Cabinet and reports directly to the President.

This role requires a strategic partner who inspires confidence and trust at all levels and possesses exceptional judgment, the highest ethical standards, and the capacity to communicate in a clear and concise manner while fostering constructive, practical outcomes in a complex environment involving a variety of stakeholders.

A successful candidate will have the ability to prioritize and handle a large number of matters; knowledge of relevant federal and state law and regulations; excellent writing and analytical skills; ability to develop and effectively deliver presentations; skills in examining and re-engineering operations and procedures; ability to develop and implement new strategies and procedures for improvement and efficiencies; strong interpersonal and communication skills that reflect courtesy, diplomacy and a collaborative approach to developing and maintaining effective working relationships; and initiative, self-discipline, and confidence to lead, empower and challenge a team of subordinate staff.

Core duties and responsibilities:

• Serves as the chief legal officer to provide legal counsel and representation to Kansas State University, including its three campuses, veterinary health center, biosecurity research institute, statewide cooperative extension service, and multiple controlled corporations, including K-State Athletics, which participates in the NCAA’s Division I and is a member of the Big 12 Conference.

• Leads and manages the Office of General Counsel, which includes staff attorneys, paralegals, and student employees.

• Manages the office’s budget and oversees all other internal operational matters.

• Represents or oversees the representation of the University and its administrators in judicial and administrative proceedings and in negotiations with other parties.

• Manages and coordinates all outside counsel for the University.

• Serves as a member of the President’s Cabinet.

• Consults and collaborates with counsel for the Kansas Board of Regents and other Regents universities and government agencies to provide consistency in the interpretation, development, and application of state-level policies, laws, and regulations.

• Interprets the constitutional, statutory and regulatory framework in which the University operates and provides legal and policy advice and consultation on a daily basis to administrators, faculty, staff and student leaders in their University roles relating to all University matters having legal implications, representing the University’s best interests at all times. This includes providing timely, accessible, sound legal and policy advice on the full array of legal issues arising in the context of higher education, such as complex compliance matters, general liability, Constitutional rights including due process and free speech, non-discrimination, research activities, international activities, affiliated entities, open records and open meetings, contracts, intellectual property, residency, real estate, computing and information technology including data security, taxation, employment matters, student legal issues, organizational governance, and other matters.

• Advises the leadership of K-State Research and Extension on legal matters impacting the statewide cooperative extension service in Kansas.

• Oversees the legal review of all University contracts and assists with drafting and negotiating contracts.

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

• Anticipates and identifies legal issues and counsels administrators to develop legal strategies and solutions, often in situations of great political, public relations, or financial risk or significance.

• Proactively considers the needs of various offices and helps to design systems for efficient and ongoing review of transactions and systems having legal implications, such as contracts including international contracts, sponsored research, risk management, open records, open meetings, student and personnel records, student organizations, study abroad programs, employment decisions, and employee and student grievance and adjudicatory processes.
• Advises University task forces and committees representing institutional interests on legal matters.
• Conducts outreach activities and provides educational programs and training on a wide variety of legal issues relevant to the University, including presentations, legal alerts, publications, FAQs and other materials, and maintains updated content on the OGC’s website for use by the campus community.

Required Qualifications:
Juris Doctor degree from an ABA-accredited school and 10 years of relevant experience. Must be licensed to practice law in the state of Kansas or admitted to membership within 12 months of hire.

Preferred Qualifications:
• Significant experience with progressive responsibility and proven success in representing a large public research institution of higher education
• Progressive experience with complex and rapidly developing matters in the areas of civil rights, compliance and risk management, international contracts and activities, sponsored research, data security, employment law, student rights, and other significant legal issues relevant to higher education
• Demonstrated commitment to diversity and an inclusive philosophy in relation to leading and managing the provision of all legal services to the University
• Exceptional analytical, interpersonal, and written and oral communication skills
• Sound judgment and the highest personal and professional integrity
• Exceptional work ethic and demonstrated ability to handle multiple competing priorities under time pressure
• Commitment and ability to work collaboratively, and to communicate effectively, with multiple and diverse constituencies, such as administrators, faculty, staff, students, and community leaders
• Ability to identify potential compliance and legal problems and develop policy and educational initiatives
• Commitment and ability to lead, empower, and delegate effectively to a successful team
• Significant experience working in a research University with the highest Carnegie research activity classification
• Experience with a public land-grant institution
• Experience directly managing or supporting leadership in managing controversial and high-profile issues in the context of higher education
• Experience with Kansas government, laws, and regulations
The university embraces diversity, encourages engagement and is committed to the discovery of knowledge, the education of undergraduate and graduate students, and improvement in the quality of life and standard of living of those we serve.

DIVERSITY AND INCLUSION

Kansas State University has a long, storied history of embracing diversity and inclusion as a core component of our educational mission. As the nation’s first operational land-grant, K-State has always admitted students without regard to race, gender or creed. Our commitment to meeting the needs and interests of a diverse student body and preparing all constituents for meaningful engagement in an ever-changing, diverse world is unwavering. We believe that diversity adds value to the educational fabric of our institution and students are encouraged to capitalize on the learning opportunities that differences can create.

K-State is moving forward. As we continue to move forward with the revision and redeployment of the K-State 2025 Strategic Alignment Plan for Diversity, it is a great time to be a member of the Wildcat Family. In the past 5 years, Kansas State University has been recognized for its commitment to diversity and inclusive excellence. To learn more information about diversity and inclusion at K-State, please visit k-state.edu/diversity-inclusion/.

THE UNIVERSITY

Kansas State University educates nearly 20,000 of tomorrow’s potential leaders each year and provides some of the best global food systems and biosecurity research in the world. The university is progressing toward its goal of becoming a Top 50 public research university by 2025.

The university has nine academic colleges and offers more than 250 majors and options. The Graduate School offers 73 master’s degrees, 44 doctoral degrees and 43 graduate certificates in multiple disciplines. The Princeton Review recognizes the university as one of the nation’s best colleges and the association of Public and Land-grant Universities designated Kansas State University as an Innovation and Economic Prosperity University.

Commonly referred to as K-State, the university is proud of its welcoming environment and considers all K-Staters family. Our athletic teams, known as the Wildcats, compete in the Big 12 Conference and frequently win titles and championships.
THE COMMUNITY

Situated in the heart of northeast Kansas’ scenic Flint Hills, Manhattan’s 56,000 citizens enjoy a dynamic community with shopping, dining, entertainment and nightlife. Manhattan is affectionately known as the “Little Apple,” a nod to its East Coast namesake, but has a vibrant culture all its own. Here is just a sampling of what residents look forward to year-round:

• Shopping, dining and socializing in Aggieville, a local entertainment district with a fun, energetic vibe.
• A vibrant, revitalized downtown area with fine dining options and local boutiques.
• The Flint Hills Discovery Center, featuring exhibits about the beautiful surrounding region.
• Beautiful outdoor life at Sunset Zoo and The Gardens at Kansas State University.
• Recreation opportunities at the Konza Prairie, Tuttle Creek State Park, Linear Park Trail and more.
• The university’s McCain Performance Series, which hosts acclaimed Broadway musicals, comedians, musicians and other entertainers.
• Exciting Big 12 athletic events (faculty and staff are eligible for discounted tickets).
• Colbert Hills Golf Course, ranked as the top public golf course in Kansas.
• Excellent K-12 education. The local high school ranks among the top 5 percent of U.S. high schools, and the district is home to several Kansas Master Teachers.

To learn more about the Manhattan community, at manhattan.org.
K-STATE, MANHATTAN POINTS OF PRIDE

**TOP 10**
Most well-read cities in America (24/7 Wall Street, 2018).

**NO. 3**
Best town-gown relations (Princeton Review, 2019).

**NO. 12**
Improving students’ critical thinking skills between their freshmen and senior years (Wall Street Journal, 2017).

**NO. 13**
Small community in the U.S. for businesses and careers (Forbes magazine).

**NO. 1**
Most beautiful campus in Kansas, according to Travel + Leisure, 2017.

**$38 MILLION**
Awarded in scholarships annually.

**$248 MILLION**
Awarded in financial aid annually.

**NO. 1**

**NO. 4**

**NO. 6**
Best athletic facilities (Princeton Review, 2019).

**NO. 8**
Happiest students (Princeton Review, 2019).

**NO. 12**
In students love their college (Princeton Review, 2019).

**$174.2 MILLION**
In philanthropic gifts and commitments (FY 2018).

**NEARLY 22,000**
Students, who come from all 50 states and more than 100 countries.

**NO. 1**
Best educational value in Kansas (SmartAsset, 2018).
Kansas State University is a land-grant, public research university committed to teaching and learning, research and service to the people of Kansas, the nation and the world. Our collective mission is best accomplished when every member of the university community acknowledges and practices the following principles:

- We affirm the inherent dignity and value of every person and strive to maintain an atmosphere of justice based on respect for each other.
- We affirm the value of human diversity and inclusion for community. We stand united against all forms of discrimination.
- We affirm the right of each person to freely express thoughts and opinions in a spirit of civility and decency. We believe that diversity of views enriches our learning environment, and we promote open expression within a climate of courtesy, sensitivity, and mutual respect.
- We affirm the value of honesty and integrity. We will operate with honesty in all professional endeavors and expect the same from our colleagues.
- We acknowledge that we are a part of multiple communities, and we have an obligation to be engaged in a positive way with our civic partners.
- We recognize our individual obligations to the university community and to the principles that sustain it. We will each strive to contribute to a positive spirit that affirms learning and growth for all members of the community.
As the nation's first operational land-grant university, Kansas State University is dedicated to research that will better our community, state and world. The university is at the forefront of several crucial research areas, including global food systems. Kansas State University takes great pride in ensuring our faculty members have the tools necessary to make the breakthroughs the world needs. We offer a variety of programs and funding opportunities to secure our researchers' success.

In part because of the university’s biosecurity research and expertise, Manhattan was chosen as the location for the National Bio and Agro-defense Facility, which is currently under construction adjacent to campus.

$218.3 MILLION in FY 2018 research expenditures

1,700+ faculty members

275+ active patents
37 patents granted 2016-2018

FOUR USAID
Feed the Future Innovation Labs

$539 MILLION FY 2018 endowment

90+ centers and institutes
SEARCH PROCESS

In your application materials, please include a single file PDF containing the following:

• A letter of interest describing relevant experiences and interest in the position
• Curriculum vitae or resume
• Three professional references
• Writing sample

Applications and nominations should be electronically submitted at k-state.edu/careers. Inquiries, nominations and applications will be treated confidentially. For full consideration, application materials must be received by February 14, 2020.

The search committee is chaired by Jay Stephens, Vice President of Human Capital Services.

For further details please contact:
Lindsey Fouquette
Executive Recruitment Manager - Kansas State University
Telephone: 785-532-1457
Email: lfouquette@ksu.edu
Link to General Counsel position: https://bit.ly/375G3z0

Applicants must be currently authorized to work in the United States at the time of employment.

Kansas State University is an equal opportunity employer of individuals with disabilities and protected veterans. A pre-employment background check is required.