Job Classification Specification

Job Description for Senior Associate General Counsel

*Description effective as of October 22, 2013*

Responsible for handling a variety of complex assigned legal projects within the Legal department. Applies subject matter knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge. May provide functional advice or training to less-experienced attorneys.

**TYPICAL TASKS**

*Note: These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.*

- Lead complex legal matters including working with management in the creation of defense strategies and/or proactive strategies regarding major legal actions.
- Provides legal counsel and advice on a broad range of legal topics to include: immigration, academic misconduct, research compliance, employment, labor relations, public finance and securities, tax, trademarks, international law.
- Advises and represents the University in negotiations such as contract and real estate agreements.
- Conducts complex legal research and investigation of claims and defenses; develops oral and written advice and presents recommendations to management.
- Represents the University before federal and state administrative agencies on a variety of matters such as discrimination, employment, contract compliance, copyright, intellectual property and legal malpractice.
- Develops policies and procedures to ensure legal compliance.
- Negotiates and advise on contracts, new business ventures, and transactional matters.
- Provides senior management with legal advice and information regarding risk management strategies.

**INDEPENDENCE AND DECISION-MAKING**

Incumbents act with substantial discretion, balancing several goals at once with the idea to minimize costs/risks and maximize benefits/returns.

**COMPLEXITY AND PROBLEM-SOLVING**

Develops Innovative solutions for difficult, complex, and systemic problems that may have precedent-setting implications for the institution; is usually responding to new situations and circumstances that require attention—invention occurs in the course of solving specific problems.

**REQUIRED QUALIFICATIONS**

Seasoned professional with a JD and more than twelve years of experience; exhibits technical and operational mastery of an area and, for managers, has proven management experiences and history of successes in supervising groups; has demonstrated excellence in a discipline and understands the implications of decisions and actions on segments of the organization outside one’s immediate area; often manages a small function or significant piece of a larger one.