Job Classification Specification

Job Description for Student Legal Services Director

*Description effective as of October 22, 2013*

Provides leadership to the Student Legal Services department. Works with leaders and teams across the University using a variety of tools and processes. Provides guidance and education on policies and procedures specific to functional area.

**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.*

- Manages and directs the activities and staff for the Student Legal Services department
- Leads complex legal matters including working with management in the creation of defense strategies and/or proactive strategies regarding major legal actions.
- 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
- Presents training on legal information and proactive 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 twelve or more 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.