Job Classification Specification

Job Description for Deputy General Counsel

Description effective as of October 22, 2013

Responsibility is to assist the top Legal executive/General Counsel in managing the legal function of the organization. Provides short- to medium-term tactical direction and operational oversight.

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 involved in developing and maintaining legal activities, policies, and procedures for the University.
- Provides leadership to managers, supervisors, and/or professional staff.
- Requires expert knowledge of legal policies and procedures as well as federal and state laws.
- Partners with senior management and human resources business partners on complex issues to develop and implement solutions, resources, and compliance.

INDEPENDENCE AND DECISION-MAKING

Actions guided by policy and broad institutional interests subject only to review by the most senior managers of the institution; these incumbents frequently are tasked with building inter-institutional relationships with other colleges and universities, businesses, the city or town of the institution, and such—doing the analyses, planning, and legwork to support the institution’s strategy.

COMPLEXITY AND PROBLEM-SOLVING

Usually helps to conceive, develop, and plan significant capital projects or financial (revenue generation or cost savings) undertakings, and obtains the requisite permissions, agreements, resources, etc., in order to produce desired outcomes on time and budget.

REQUIRED QUALIFICATIONS

Requires a JD and generally a minimum of ten years of management experience; has deep understanding of the higher education industry and of the total operations of the institution, i.e., how the institution works and what it needs to do well to succeed.