

RWU Position Description
OFFICE OF GENERAL COUNSEL

EMPLOYMENT UNIT: Office of General Counsel
DEPT/DIVISION: Legal Affairs
TITLE: **Assistant General Counsel**
SYSTEM TITLE: Legal Counsel
REPORTS TO: Associate General Counsel
POSITIONS SUPERVISED: None
SALARY BAND: 7
DATE: 08/01/07

DEFINITION: Under the direct supervision and evaluation of the Associate General Counsel (ASGC), the Assistant General Counsel (AGC) is a specialized, licensed, professional staff position directly responsible for the delivery of the full array of corporate, non-profit, legal practice and services to and on behalf of the University.

ESSENTIAL FUNCTIONS:

- 1. Legal Research & Writing:** AGC will be the principal legal researcher for the Office of General Counsel. In furtherance of this responsibility, AGC will; utilizing traditional and electronic research means and methods; maintain an active, prioritized legal research and reporting agenda concerning virtually any legal matter that confronts the University.
- 2. Transactional Services Practice:** AGC is directly responsible for maintaining a proactive, properly prioritized, transactional practice agenda on behalf of the Office of General Counsel and servicing, through an established protocol, the varied constituencies of the University. By way of illustration only, this function shall include contractual review and legal advisement; the drafting of the broad array of affiliation agreements that are endemic to an institution of higher education; the negotiating of such affiliations as assigned; the issuance of attorney-client privileged legal counsel surrounding any aspect of any business affiliation or prospective affiliation of the University; formal advocacy concerning the affiliations and their execution, breach and remedial alternatives. While there maybe periodic oversight and tutorial in this service function, AGC is expected to carry an agenda and cover it independently as an attorney.
- 3. Employment & Labor Relations Liaison & Advisement:** Subordinate to GC but prolific in anticipated portfolio, AGC shall both screen and debrief GC on Labor and/or employment related occurrences of more than marginal legal impact and/or, as directed, shall provide advice and legal practice as appropriate to the University's divisions of service formally charged with the responsibility and accountability for handling the daily labor and employment matters that are in need of attention.

4. Litigation & Alternative Dispute Resolution: Under the guidance of GC or ASGC or both, AGC will provide the panoply of formal legal advocacy services arising from the University's dispute resolution docket. This includes by way of illustration; analysis and legal opinion of and concerning a matter in controversy; preparation of pretrial and/or pre-arbitration, mediation, conciliation, regulatory hearing discovery and associated advocacy (e.g. interrogatories, deposition preparation, depositions, motions, pleadings, attorney-client privileged conferencing, investigation); second chair advocacy at hearings, trials, arbitration and formal conferences; post-hearing brief preparation; institutional debriefing; analysis of position and recommendations as to course of action; preparation for appeal and appellate advocacy.

5. Regulatory Compliance: AGC will be involved in the analysis, counsel and as directed, the representation of the University before and concerning all federal, state and local regulatory compliance mandates and agency findings, rulings and jurisdiction.

6. Confidentiality: It is essential to the efficacy, employment security and professional licensure, of this position to maintain strict confidentiality within the supervisory structure of the Office of General Counsel of all matters, in any way, involving the University or its agents or employees that come to the attention of incumbent through whatever means, except as directed by GC under authorization of the attorney-client privilege or as publishable in carrying out the specific responsibilities of the job.

ADDITIONAL FUNCTIONS:

1. The incumbent shall provide special project initiative and resultant services to the University under the tutelage of and in collaboration with GC and/or ASGC.
2. The incumbent shall provide additional legal, professional and/or administrative assistance to the Department of Legal Affairs' Risk Management Council, the Department of Public Safety, the Department of Environmental Health & Safety OGC's necessary involvement in the University's Labor and Employment agenda, OGC itself and the University, as may be directed.

ESSENTIAL CHARACTERISTICS:

Successful performance of this position demands demonstration of the following uncompromised performance characteristics:

1. Honesty and integrity above reproach, setting an example of ethical propriety and benign professionalism, devoid of personalization of client relationships and the resulting favoritism and/or the casting of aspersions.
2. Achievement orientation and its complimentary accomplishment aptitude, demonstrating mature initiative, analytical acumen and ownership of a matter until successfully completed, benchmark to the profession and the position.

3. Adaptability to an intense, varied, highly charged agenda demonstrating keen prioritization capability.
4. Proclivity to continually learn and mature both substantively and professionally in accordance with dynamism of the discipline, societal response and the University's operational direction, demonstrating an increasing mastery of both task assignments and functional disciplines as a whole.
5. Acute, broadly applicable communications skills and savvy, benchmark to the discipline.
6. Selfless commitment to University success, demonstrating excellent work ethic, proper organizational perspective, customer focus, and extraordinary, energized tenacity in delivering on a properly, prioritized agenda.
7. A professional persona commanding respect, demonstrating effective influence strategies and inviting efficient teaming toward success.

PREREQUISITE QUALIFICATIONS:

A JD or LLB degree from an accredited law school is required as is admission, in good standing, to the Rhode Island Bar within one (1) year of employment. Admission or standing for admission to the federal courts is required. A minimum of two (2) years of successful, demonstrable experience as a licensed attorney engaged in at least two (2) areas of practice as outlined in the position description, is also required.

PREFERRED QUALIFICATIONS:

Intensive, in-house legal experience of at least one(1) year in a higher education setting, is highly desirable as is a working knowledge, and functional practice competence in traditional litigation, commercial and corporate transactions, intellectual property and labor and employment law (including advocacy, at least as 2nd chair, in alternative dispute resolution practice).

At the University's discretion, the education and experience prerequisites may be excepted where the candidate can demonstrate, to the satisfaction of the University, an equivalent combination of education and experience specifically preparing the candidate for success in the position.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Sitting, standing, walking, and bending are required of this position. Use of a computer keyboard and computer screen for extended periods of time with close vision and the ability to adjust visual focus plus manual dexterity are required.

MENTAL DEMANDS:

The mental demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Examples of mental demands include reading (documents), detailed work, confidentiality, language, math, reasoning, oral communications, written communications, contact with internal and external constituents, multiple concurrent tasks, constant interruptions, and performing calculations when necessary.

Signatures and Approvals

Prepared by: _____ Title: Office of Vice President & General Counsel	Date:
Position Description Approval: Signature of Division Executive: _____	Date:

All authorized position descriptions require the approval of Human Resources.

Department of Human Resources Signature: _____ Human Resources Representative: _____	Date:
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Human Resource Use

Assistant University Counsel

FLSA Classification: Exempt
Labor Classification: Nonaligned
Employment Basis: At will
Position Category: Professional
Salary Classification: Nonaligned Salary Band 7