

Assistant General Counsel

Department: General Counsel & Board of Regents
Advertised Pay: Upper \$70,000's
Campus Location: Washburn University

To apply for the position
<http://careers.washburn.edu/cw/en-us/job/493229?IAApplicationSubSourceID=>

Special Instructions to Applicants: There may be an opportunity for a hybrid remote/on-campus work schedule.

Position Summary: The Assistant General Counsel, under general supervision, supports the General Counsel in contracts administration, legal research, and analysis, drafting and filing of pertinent legal documents and coordinating compliance obligations for various departments across campus. Provides a full range of legal support functions on varied and complex duties, tasks, and projects supporting Washburn University.

There may be an opportunity for a hybrid remote/on-campus work schedule.

Essential Functions:

- Review contracts and affiliation agreements.
- Perform research and interpret state, federal, and local laws and regulations which are applicable to programs and departments at Washburn University to develop an understanding from which to make compliance determinations on behalf of the University.
- Monitor legislative activity to stay apprised of changes and modifications in laws that affect University programs, and work to incorporate changes in policies, regulations, and procedures to ensure continued compliance by the University.
- Independently prepare correspondence, memoranda, notes, reports, pleadings, subpoenas, affidavits, legal briefs, and other documents in compliance with University policies and procedures, and administrative agency, federal, state, and local court requirements.
- Respond to Kansas Open Records Act requests, including but not limited to, communicating with various Washburn departments to determine what records exist and identifying relevant exceptions to disclosure under the Act, ensuring the University is appropriately and timely fulfilling appropriate requests.
- Research retention requirements for documentation used at the University and develop and recommend retention policies and procedures accordingly. Compile, update and maintain a retention list for reference by University managers in directing appropriate storage and disposal of University documents. Work with departments to provide storage space and document disposal to facilitate policy implementation.
- Work with Department heads to review and assess University programs, policies and procedures; determine the level of compliance and changes needed to reach or increase compliance. Respond to questions and requests for assistance with compliance and legal issues from University staff who handle such issues.
- Conduct legal research as assigned or requested by the General Counsel, including to support policy language development or revision.
- Provide legal advice to the Board of Regents in the absence of the General Counsel and attend Board of Regents meetings.
- Ability to maintain confidentiality regarding sensitive issues and information and exercise discretion in dealing with sensitive or potentially sensitive topics.
- Evaluate and respond to potential legal claims under the supervision of the General Counsel.
- Perform additional job-related duties as assigned or as appropriate.

Required Qualifications:

- JD from an ABA-accredited law school.
- Admission to the Kansas State Bar.
- Experience reviewing, drafting, or negotiating contracts for a legal practice.
- Demonstrated ability to synthesize complex information into easily digestible formats.
- Proven ability to effectively communicate legal language and analysis to non-lawyers, including when conveying unpleasant or unwelcome information.
- Proven ability to work independently, manage several projects and meet deadlines.
- A proven work history with a commitment to the highest ethical standards.
- Demonstrated ability to use sound independent judgment and professional integrity.
- Proven record of providing prompt and effective research, analytical, and writing skills.
- Demonstrated ability to build and maintain professional collaborative relationships with diverse groups across an organization, as well as stakeholders and community members.
- The demonstrated ability to prioritize and respond to issues and requests accurately and effectively.
- License to practice law in Kansas.

Preferred Qualifications:

- Experience working in a higher education or government setting.

A demonstrated understanding of FERPA, HIPAA, and copyright/trademark law in the context of contractual rights and obligations

Full time Exempt Mon-Fri 8am-5pm, Background Check Required