UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: General Counsel

DIVISION: President's Office

REPORTS TO: President

GRADE: 18

SUPERVISES: Support staff

BASIC FUNCTION:

To provide legal services to the President and his staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Review contract proposals, grants and other materials regarding legal applicability and adherence to pertinent statutes, rules and regulations.

Maintain currency with laws, rules and regulations affecting education and assist and advise the President and his staff.

Represent the President and the institution before boards, commissions, and courts as necessary.

Assist appropriate staff in developing legislation, rules and regulations related to the institution.

Provide President and his staff with legal opinions and advise as necessary.

Provide periodic briefings to the Chair of the Board of Governors and the Commissioner of Higher Education to ensure awareness of issues and cases which are before the institution.

OTHER DUTIES AND RESPONSIBILITIES:

Work in conjunction with the Office of Higher Education staff and Board of Governors' Legal Counsel on matters which are inter-institutional or directly subject to the Board's authority.

Perform other duties as assigned.
LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Must be a graduate of an accredited law school and have five years of experience as a practicing attorney. Three years of experience in college or university representation, and at least three years of litigation experience required. Experience required in education, administrative law, labor and equal opportunity law, real estate and contracts. Must be a member of a state(s) bar for the past five years and must become a member of the Rhode Island Bar within one year from the date of hire. This position requires that the incumbent possess the ability to communicate effectively verbally and in writing; be able to organize, coordinate and supervise support staff; and be able to prepare and deliver oral presentations before small, medium and large groups of people.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.