UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: General Counsel

DIVISION: President's Office

REPORTS TO: President and Board of Trustees

GRADE: 18

SUPERVISES: Legal, professional and administrative support staff

BASIC FUNCTION:

Provide legal services and advice to the President, Board of Trustees and senior administrators of the University on a broad range of legal matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide legal services to the University of Rhode Island Board of Trustees and the President to include without limitation, (i) promulgation and implementation of by-laws in accordance with the statutory duties and responsibilities of the Board; (ii) preparation and review of Board agendas, annotated agendas; meeting minutes, and motions and resolutions for compliance with the Open Meetings Act; (iii) review and respond to requests for records under the Access to Public Records Act; (iv) draft and review contracts requiring Board approval; review policies and procedures adopted by the Board for legal sufficiency; provide legal support for Board committees; (v) perform legal research and prepare appropriate legal memorandum, reports and summaries as directed by the Board or the President; (vi) assist the Board and President in drafting legislation, rules, policies and regulations for the governance of the University; (vii) represent the Board before boards, commissions and federal and state courts, as required; (viii) perform such other and related duties as assigned by the President.

Provide legal services to the departments, colleges, officials and employees of the University.

Provide legal advice and guidance to appropriate university officials, employees and staff on the full range of legal issues facing non-profit, public institutions of higher education; including without limitation, (i) issues related to student affairs including, student conduct and disciplinary issues and proceedings, sexual harassment and misconduct, Title IX and Clery Act regulations and policies, ADA and other issues related to disability discrimination and accommodations, issues related to fraternities, sororities and other student groups and organizations, student activities and athletics issues; (ii) employment law including equal employment opportunity and affirmative action issues, discrimination and
harassment; (iii) on campus research compliance issues, including human subject
and animal welfare regulations, export control regulations, environmental health
and safety, research integrity and misconduct, research contracts, public-private
research collaborations, start-up technology companies, incubators, transactions
involving technology transfer and related conflict of interest issues; and
researching and drafting memoranda in support of international partnership and
business relationships.

Provide legal services and advice related to various business services and
transactions for legal sufficiency and compliance with applicable federal and
state laws and regulations, including without limitation, compliance with
purchasing and procurement laws, regulations and policies; review, negotiation
and drafting contracts, contract provisions, addenda and proposals, agreements
and memorandum of agreements, student affiliation and clinical education
agreements, software license, maintenance and support agreements, service
contracts, concession contracts, employment agreements, and construction
contracts, real estate agreements, leases and licenses.

Supervise and provide direction to the legal office staff and staff of the
University athletic compliance program.

Hire and coordinate appropriate outside counsel with specialized expertise, as
needed.

Review and maintain currency with laws, rules and regulations affecting education,
particularly higher education, and provide employee and staff training as
required.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, spreadsheet and database software.
License to practice law in the state of Rhode Island and be a member of the Rhode
Island Bar Association at the time of appointment or, within one year from said
date, if also a member in good standing of the bar of any other state, be eligible
to register with the Rhode Island Supreme Court as an “in-house counsel.”

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Graduation from an accredited law school; Minimum of five years’
experience as a practicing attorney; Minimum of five years of direct relevant
experience representing a large university or similar complex organization,
laboratory or institution; License to practice law in the state of Rhode Island
and be a member of the Rhode Island Bar Association at the time of appointment
or, within one year from said date, if also a member in good standing of the bar
of any other state, be eligible to register with the Rhode Island Supreme Court
as an “in-house counsel”; Demonstrated experience in promulgating public sector
policy; Demonstrated experience in on-line legal research and writing;
Demonstrated strong interpersonal and verbal communication skills; Demonstrated
proficiency in written communication skills; Demonstrated supervisory experience;
Demonstrated ability to interpret institutional policies, plans, objectives, as well as governmental rules and regulations and communicate the interpretation to others; Demonstrated computer experience; Demonstrated ability to work with diverse groups/populations; Demonstrated collaborative and flexible work style; Willingness to take on a wide range of responsibilities; and, Demonstrated ability to balance multiple and competing deadlines in a fast-paced environment.

**PREFERRED**: Demonstrated experience in working with higher education governance and administration; Demonstrated experience with issues related to student affairs; and, Minimum of three years of litigation experience, including mediation and arbitration, administrative law, labor law, equal opportunity law, real estate, contracts and intellectual property law.

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