

Job Code:.....101736
Position #: (NUNC).... (E)
Developed by:..... AB
Reviewed by:..... LK
Approved by:..... LK
Date:6/90;6/13;6/17;10/19;
11/21; 3/23; 6/2/24

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Deputy General Counsel
DIVISION: President's Office
REPORTS TO: General Counsel
GRADE: 17
SUPERVISES: Professional and other support staff

BASIC FUNCTION:

Act as the chief legal officer in the absence of the General Counsel and perform the duties of the General Counsel when the General Counsel is unavailable. Assist the General Counsel in management of the Office of the General Counsel of the University and in providing complex legal services and advice to the University, the University President, and the University Board of Trustees ("Board") as may be required. Role involves significant interaction with senior management, managing outside counsel, and leading internal teams. May act as a lead on specific projects, coordinating and reviewing work assignments of associate general counsels and legal assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the General Counsel in providing complex legal services to the University, the Board and President to include without limitation as directed by the General Counsel, (i) review, interpretation and drafting of amendments of Board bylaws in accordance with the statutory duties and responsibilities of the Board; (ii) review and legal advice on Board agendas, meeting minutes, and motions, including but not limited to review for compliance with the Open Meetings Act; (iii) review and response to requests for records under the Access to Public Records Act; (iv) draft and review contracts requiring Board approval; (iv) review policies and procedures adopted by the Board for legal sufficiency; (v) provide legal support for Board committees; (vi) perform legal research and prepare appropriate legal memoranda, reports and summaries; (vi) assist the Board and General Counsel in drafting legislation, rules, policies and regulations for the governance of the University; (vii) represent the Board before boards, commissions and court, as required; (viii) act as counsel to the Board at Board and Board committee meetings; (ix) provide oversight and management of administrative functions and processes of the Office of General Counsel; (x) manage areas of legal expertise and act as primary liaison to the Office of Enterprise Risk Management and other key areas and units; (xi) research, prepare and present information to the President's Executive Council, President's Stewardship Council and their members; (xii) perform such other and related duties as assigned by the General Counsel.

Assist the General Counsel by providing legal services to the departments, colleges, officials, and employees of the University as directed by the General Counsel.

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, harassment, as well as issues relating to faculty tenure and promotion; (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.

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.

As directed by General Counsel, manage a diverse range of litigation and regulatory proceedings, including pre-litigation dispute resolution, management of active litigation, responsibility for discovery and other litigation requests and procedures, review of pleadings and other court documents, the receipt of subpoenas and other information requests and inquiries from third parties. Work cross-functionally with teams to mitigate litigation risk and to ensure compliance with litigation and regulatory obligations.

Perform and supervise legal research and preparation of appropriate legal memoranda, reports and/or summaries as directed by the General Counsel.

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

Represent the institution before agencies, boards, committees, commissions, and courts as directed by the General Counsel.

Assist appropriate university officials, employees, and staff in developing legislation, rules, regulations, and policies related to the institution.

Serve as Legal Files administrator, working on system design and ongoing administration of the system. Serve as One Drive administrator, provisions access for existing One Drive files.

Manage administrative functions and approvals for the Office of General Counsel as requested by the General Counsel, including approvals on invoice/POs and engagement letters.

Develop and oversee legal service metrics and reporting, in consultation with the General Counsel.

Assist General Counsel with legal extern mentoring and oversight.

Assist General Counsel with NCAA compliance officer oversight.

Act as a collaborative, informed representative of the Office of General Counsel on policy committees and other committees and task forces related to areas of expertise.

Develop and oversee and maintain the Office of General Counsel record retention plan.

Oversee legal assistants in management of document and information requests in the contexts of litigation/discovery and public records requests and in other duties as requested by the General Counsel.

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 ten 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; and Willingness to take on a broad range of responsibilities.

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.