

Class Code:.....0242
Position #:(NUNC).....
Developed by:..Saccoccio
Reviewed by:.....AMC
Approved by:.....AMC
Date:.....6/90;.06/13

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Legal Counsel
DIVISION: President's Office
REPORTS TO: General Counsel
GRADE: 16
SUPERVISES: Professional and other support staff

BASIC FUNCTION:

Assist the Office of the General Counsel of the University in providing legal services to the University community and to the state higher education system as may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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) 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; (ii) employment law including equal employment opportunity and affirmative action issues, discrimination, harassment, as well as issues relating to faculty tenure and promotion; student conduct and discipline, student activities and athletics 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, 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, purchase orders, real estate agreements, leases and licenses.

Perform legal research and draft appropriate legal memorandum, reports and/or summaries as directed by the General Counsel.

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Review and maintain currency with laws, rules and regulations affecting education, particularly higher education, and provide employee and staff training as directed by the General Counsel.

Represent the institution before agencies, boards, committees, commissions, and courts as directed by the General Counsel if licensed to practice law in the State of Rhode Island.

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

OTHER DUTIES AND RESPONSIBILITIES:

Provide counsel and legal services to the state higher education system, including the Office of Higher Education and its staff, as may be required.

Perform other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, spreadsheet and database software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Graduation from an accredited law school; a minimum of five years experience as a practicing attorney; 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 (1) 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." The following are also required: demonstrated expertise in legal research and writing; demonstrated excellent communication skills; demonstrated ability to organize, coordinate and supervise support staff; demonstrated ability to interpret institutional policies, plans, objectives, as well as governmental rules and regulations and communicate the interpretation to others; demonstrated strong interpersonal skills and ability to communicate with diverse groups; a demonstrated collaborative and flexible work style and willingness to take on a broad range of responsibilities.

Preferred: 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.