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Position #: (NUNC)....  
Developed by:..... AMC  
Reviewed by:..... AMC  
Approved by:..... AMC  
Date:.....11/20

**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.**