



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 02/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Student Legal Services Advisor

JOB SUMMARY

Responsible for providing legal assistance to students, legal service includes: landlord/tenant law, criminal law, family law, immigration law, contract law, employment law, and insurance law. Work is performed under limited supervision and independently with ability to make decisions within the framework of broad goals and objectives and performance evaluation is based on the effective operation of the function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Office of Civility and Community Standards

Supervises: Legal Student Interns

ESSENTIAL DUTIES - May include, but not limited to the following:

- Assists students on all three campuses in legal matters including: landlord/tenant law, criminal law, family law, immigration law, contract law, employment law, and insurance law.
- Presents legal seminars to students, staff and faculty.
- Supervises the daily operations in the office including, budget maintenance, record keeping, case filing, maintaining and updating the law library.
- Works on various projects, including legal research, constitutional law issues and student's rights issues.
- Supervises legal student interns.
- Oversees marketing of student legal services

ADDITIONAL DUTIES

- Performs other duties as requested.

- Assists and supports Office of Civility and Community Standards and other Student Life programming

EDUCATION

J.D. or L.L.B. degree. Must be a Licensed Attorney and be able to practice law in the State of Texas.

EXPERIENCE

Four years of extensive and progressively responsible legal and administrative experience. Experience in dealing with legal matters in an academic setting preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of computer legal research methods; ability to rapidly assimilate and retain University policies, procedures and practices; the Texas Penal Code; the Texas Family Code; Debtor/Creditor Law; Consumer Protection Law and the Texas Deceptive Trade Practices Act; Higher Education Constitutional law issues; the United States Constitution; Texas Probate Code.
- Knowledge of accepted legal practices, legal statutes, and regulations relevant to TWU.
- Ability to organize and apply legal principles.
- Ability to effectively direct the work of others to motivate output; establishing rapport with a variety of clients.
- Ability to understand and interpret complex legal material; write departments reports and legal briefs.
- Ability to work independently and make decisions within the framework of broad goals and objectives.
- Ability to work on complex and confidential issues utilizing judgment, tact, and resourcefulness.
- Strong planning and project management skills.
- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Must have the ability to make effective and persuasive speeches and presentations on controversial or complex topics to the university community.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.