



DATE ISSUED: 09/16
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant General Counsel

JOB SUMMARY

Assist General Counsel in providing legal advice and counsel to the University. Incumbent has a support role in areas of actual and potential legal liability, including but not limited to, reviewing and drafting contracts, advising on personnel matters, providing representation in internal administrative proceedings, interpreting federal and state laws and regulations, interpreting University policies, regulations and rules, developing and drafting policies and procedures, assisting in legal transactions. Work is performed under the administrative direction of the General Counsel with limited supervision and occasional general supervisory review. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Vice President for Compliance and General Counsel

Supervises: May supervise support staff or student assistants

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

- Provides advice and counsel to the governing Board, Chancellor and President, Vice presidents and other administrators on legal matters that affect TWU.
- Keeps abreast of emerging legal issues that may have an impact on the University, programs or curriculum.
- Researches legal issues and provides written recommendations and memorandum.
- Drafts and reviews contracts.
- Reviews legal documents as necessary.
- Provides legal support on employment matters including interpretation of applicable laws and regulations.
- Assists with responses to request for public information in accordance with the Texas Public Information Act.

- Assists General Counsel to develop, coordinate and conduct in-service training on legal topics for administrators and support staff.
- Assists with the development, review and preparation of board agendas, posting notices.
- Supports the General Counsel in representing TWU in Administrative and legal proceedings.
- Assists with the development, preparation and implementation of policies, by-laws, administrative procedures and other guidelines.
- Assists General Counsel in supervision of outside counsel.

ADDITIONAL DUTIES

- Assists General Counsel with the Board meetings.
- Provides legal support, and/or interpretations on labor laws, discrimination complaints, grievance processes, faculty and student issues.
- Assists the General Counsel with supervisory duties of the staff of the Office of the General Counsel.
- Performs other duties as requested.

EDUCATION

J.D. degree from an accredited law school required. Member, State Bar of Texas required or ability to become licensed within twelve (12) months from date of hire.

EXPERIENCE

One year of progressively responsible legal and administrative experience required. Transactional and/or in-house legal or administrative experience 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:

- Ability to provide very strong research, writing and communications skills.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- 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.
- Knowledge of an experience in business contracts and lease drafting preferred
- Strong interpersonal and leadership skills.
- Ability to comply with deadlines such as legal/legislative.
- Familiarity with education, corporate and government law.
- Ability to travel as required.
- Ability to use a personal computer and other office equipment, including university related 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.

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.

Assistant General Counsel
Date Issued: 09/16
FLSA: Exempt
PTO: VCS

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.