

*concepts from all cultures*

*expertise in every area*

*dedication to each profession*

## **It Takes a Community to SUSTAIN Success.**

At College of DuPage, we believe that a community college should offer the advantages of an actual community. Ours is composed of highly diverse students, administrators, and professionals who are dedicated to furthering the future of our neighborhood and our world. We are the second-largest higher education institution in Illinois, dedicated to creating a positive influence on everyone whose life we touch. Our team strives to support and sustain the educational resources we offer with extensive knowledge, impressive service, and unparalleled expertise from individuals representing every culture imaginable.

Become a new member of our inclusive community in the following role:

### **General Counsel**

The Mission of the Office of the General Counsel for the College of DuPage (COD) is to provide exceptional legal advice and representation to the College, as headed by the Board of Trustees. While COD as an institution of higher education is the sole client of the Office of the General Counsel, it is expected that the Office of the General Counsel shall provide first rate legal services and representation to the COD stakeholders (including but not limited to the Board of Trustees, the President, the Senior Management Team and other Employees—whether administrators, faculty and/or staff—in their capacity as trustees and/or when acting as agents conducting College business) and further with a mindset that COD is a public institution that must preserve and maintain the public's trust.

This personalization of legal services makes it especially critical that the Office of the General Counsel place the Institution's needs, interests and mission to provide quality education to students in a manner consistent with the creation of a public community college, above those of any of its units or of any trustee or employee.

The Office of the General Counsel shall not represent or advise any Trustee, the President, members of the Senior Management Team, College Employee, Faculty or Student, in any individual or personal matter.

The General Counsel shall exercise exceptional professional competence and independent judgment, avoid conflicts of interest or even the appearance of a conflict of interest, and zealously pursue the highest standards of ethical and professional conduct.

### **Duties of Position:**

- Provide thoughtful legal advice and representation to COD consistent with the Mission Statement above.

- Politely, courageously and affirmatively persuade COD to follow the law and further to encourage COD to do the right thing from an ethical, sound, moral and sensible perspective, and ensure the public's trust.
- Anticipate developments in laws, regulations and professional standards applicable to COD, Illinois Community Colleges and Institutions of higher education.
- Ensure that the best efforts of the Board of Trustees, Senior Management, and other Employees meet and exceed their lawful duties and obligations for the benefit of COD, while advocating the goals and objectives proscribed by federal and state laws applicable to institutions of higher education.
- Identify and resolve any legal issues that may arise to ensure that COD fully complies with the spirit and the letter of its accrediting bodies.
- Promptly elevate to the Board instances where the College President is not ensuring compliance with internal policies, procedures and/or shared governance.
- Identify and where appropriate take steps to mitigate potential liability risks faced by COD.
- Engage outside law firms (subject to Board approval); assign cases to approved counsel and supervise their work. It is the responsibility of the General Counsel to assure that outside legal counsel are selected carefully, taking into account both the nature of the services they can provide and the fees they charge. Once outside counsel are engaged, the General Counsel insures that legal services are provided in a professional manner that serves the best interests of COD, and are provided in a timely fashion at a reasonable cost.
- Review and advise on any intergovernmental, consortium obligations, and/or other long-term memoranda of understanding involving COD to ensure COD is securing the highest and best use of its funding, facilities, personnel, and/or receiving mutually reciprocal benefits under such agreements; and is not generating any adverse conflicts of interests in connection with those involvements.
- Ensure institutional compliance with recommendations made by and/or assisting with requests by COD's Internal Auditor.

## **Job Requirements**

### **Experience and Education:**

#### **REQUIRED:**

#### **Experience:**

- J.D. degree (or other U.S. equivalent) and license to practice law in Illinois or state of comparable jurisdiction where reciprocity may be given to Illinois, and admittance to Illinois bar is achieved prior to beginning position.
- 8 years legal practice or related experience (i.e. ethics and/or compliance and/or investigation, etc.); or
- experience as an Assistant U.S. Attorney, Judge Advocate General, an Inspector General's office, or

- comparable with fewer years of experience (but clear work history with investigations/trial experience); or
- 3+ years of experience as in-house counsel in an institution of higher education.

**Education:**

- Juris Doctor from an American Bar Association accredited law school.

**PREFERRED:**

**Experience:**

- 10 years legal practice or related experience.
- Previous experience working with ethics and/or compliance and/ or internal investigation and/or related to prosecution or regulatory compliance.
- Experience supervising outside counsel and managing internal legal operations.

**Education:**

- Same as above.

**Apply Today.**

<https://cod.hiretouch.com/job-details?jobID=34210&job=general-counsel-afregcnslensel>

The student population at the college is diverse in ethnicity, gender, language, age and background. College of DuPage is an AA/EO employer and strongly encourages applications from candidates who would enhance the diversity of its faculty.