

**ASSOCIATE GENERAL COUNSEL  
OFFICE OF THE GENERAL COUNSEL  
POSITION #E 995**

In order to be considered as an applicant you **must** apply through the online application system at <https://www.msudenverjobs.com>. The full position announcement is listed at this site as well as application instructions. Be prepared to attach a cover letter, resume, and a list of three professional references with contact information (separate documents) to your application. **IMPORTANT:** If you have specific questions concerning this position please contact the department at 303-556-3022. If you have technical questions please refer them to the MSU Denver Equal Opportunity at 303-556-2245.

**SUMMARY:** This position reports directly to the General Counsel/Secretary to the Board of Trustees of Metropolitan State University of Denver (MSU Denver) in the Office of the President and will have both supervised and independent responsibility for providing legal advice to University administrators and working with outside counsel on specialty matters.

**RESPONSIBILITIES:** The Associate General Counsel will provide a wide range of legal services in support of the University, focusing primarily on preventative counsel, risk advice, and transactional legal work in an increasingly complex public environment. Legal support areas include, but are not limited to: employment law; regulatory compliance; intellectual property; litigation management; construction; real property; governmental regulation and legislation; legislative drafting and analysis, administrative law; athletics; contracts; business/corporate transactional matters; open meetings and public records, public private partnerships, corporate governance, and student and academic affairs.

This position will work closely with University Vice Presidents and staff, including the office of Academic and Student Affairs, Business/Finance office, Equal Opportunity and Human Resources. The position is subject to designation as an Assistant Attorney General at the discretion of the Attorney General of the State of Colorado. The position demands a record of and reputation for personal and professional integrity and fairness. Flexibility, creativity and diplomacy are key factors in the daily legal practice. Objectivity and maturity of judgment as well as the ability to represent the University professionally and tactfully are essential skills for the successful candidate. The ability to communicate effectively both orally and in writing with varied internal and external clients and constituencies is also essential.

MSU Denver is celebrating its 50th Anniversary this year, and has established a vision of preeminence among urban universities. Nearly a one third of the students represent various ethnic groups, the student body average age is 26, and almost one-fourth of the tenured and tenure-track faculty members are ethnic minorities. The institution's size, diversity, and entrepreneurial spirit promise a varied and challenging workload.

**EO STATEMENT:** Metropolitan State University of Denver is an equal opportunity employer.

**QUALIFICATIONS: Required Qualifications:** J.D. from an ABA accredited law school;

A minimum of seven years' experience as a practicing attorney;

Admitted to the Colorado Bar or in process of admission by closing of job posting.

**Preferred Qualifications:** Excellent academic credentials;

Previous in-house legal experience;

Experience representing an institution of higher education;

Knowledge and experience working with complex governmental institutions and their applicable laws and regulations;

Experience working in three or more of the practice areas specified in the job description;

Superior research, analytical, and writing skills as demonstrated by a writing sample;

Ability to prioritize and handle a significant and varied workload;

Demonstrated interest in working at an educational institution with MSU Denver's mission and challenges.

**RANK & SALARY:** The hiring salary range is \$106,680 – \$135,166. The final salary will be commensurate with education and experience.

**APPOINTMENT: ASAP**

**APPLICATION: IMPORTANT:** in order to be considered as an applicant **YOU MUST GO TO:**

**[www.msudenverjobs.com](https://www.msudenverjobs.com) to apply.**

**DEADLINE: Open Until Filled. Screening begins 30 days after posting; 04/07/2016.** All applicants must apply through the Online Application System at <https://www.msudenverjobs.com>.

MSU Denver is a leader in educating Coloradans in university programs particularly relevant to the state's economy and the demands of today's employers. With the highest number of ethnically diverse students among the state's four-year colleges, MSU Denver offers 58 majors plus master's degrees in accounting, teaching and social work. More than 21,000 students are currently enrolled at MSU Denver, and 75 percent of the University's nearly 77,000 graduates have remained in Colorado as valuable members of the state's workforce. Located in downtown Denver, MSU Denver shares the 175-acre Auraria Campus with two other post-secondary institutions. Pursuant to Colorado Open Records Law, written materials in a search process may be open for inspection by the public.