

NORTHERN KENTUCKY UNIVERSITY

Title: Vice President of Legal Affairs and General Counsel

Department: Legal Affairs & General Counsel

Northern Kentucky University is an Equal Opportunity/Equal Access/Affirmative Action institution. We embrace inclusiveness, equity, and global awareness in all dimensions of our work and seek excellence through diversity among our students, administrators, faculty, and staff. Application by members of diverse groups is encouraged.

Purpose of Position

The General Counsel reports to the President and serves as the chief legal officer for the University, providing legal services on a wide range of matters of institutional importance. The General Counsel functions as an integral partner within the President's Executive Team; advises the Board of Regents with respect to its governance and responsibilities; oversees and/or handles all legal matters; and advises administrators, faculty, and staff on matters having legal implications for the University. The General Counsel also provides management and oversight to the Office of Financial and Operational Auditing and the Office of Compliance and Institutional Ethics.

Primary Responsibilities

The following responsibilities are customary for this position, but are not to be construed as all-inclusive. Responsibilities may be added, deleted and assigned based on management discretion and institutional needs.

- Provide legal counsel and guidance to the Board of Regents, President, and other administrators of the institution on all legal matters relevant to a metropolitan public institution, including employment law, policies, procedures, rules, and regulations, and laws pertaining to students, real estate transactions, contracts and grants, worker's compensation, liability and insurance matters, public monies and purchases, affirmative action, and other laws and regulations.
- Anticipate and identify legal issues and counsel administrators of the institution and others in order to develop legal strategies and solutions, often in situations of great political, public relations, or financial risk or significance.
- Review, research, interpret, and prepare both written and oral opinions on a wide variety of legal issues.
- Draft, review, and approve policies and procedures, regulations, bylaws, and other legal documents.
- Review contracts, leases, and other legal documents; research legal issues and recommend revisions as necessary.
- Represent or oversee the representation of the institution and administrators in judicial and administrative proceedings, and in negotiations with other parties.
- Select, retain, and supervise outside counsel to obtain legal opinions or to handle claims, litigation and other matters.
- Hire and supervise employees in the offices of Legal Affairs, Financial and Operational Auditing and Compliance and Institutional Ethics.

- Provide training to the campus community on various legal issues.
- Maintain professional growth and development through seminars, workshops, and professional affiliations to keep abreast of the latest developments in college and university law and in other related areas.
- Serve on University task forces and committees representing employee and institutional interests.
- Engage with the external community in a variety of settings.
- Perform other related duties as assigned by the President.

Qualifications

This role requires a strategic partner who inspires confidence and trust at all levels and possesses high ethical standards, mature judgment, and the capacity to communicate in a clear and concise manner while fostering constructive outcomes in a complex environment involving a variety of stakeholders.

A successful candidate will have: the ability to prioritize and handle a large number of matters; knowledge of relevant federal and state regulations; excellent writing and analytical skills; ability to develop and effectively deliver presentations; skills in examining and re-engineering operations and procedures; ability to develop and implement new strategies and procedures; strong interpersonal and communication skills that reflect courtesy, diplomacy and a collaborative approach to developing and maintaining effective work relationships; and initiative, self-discipline, confidence and charisma to lead, encourage and challenge a team of subordinate staff.

Must be a licensed attorney in good standing with successful legal experience with increasing responsibility and complexity. Extensive legal experience, including supervising other lawyers.

Additional preferred experience:

Legal experience in a higher education setting. Knowledge of financial audit and compliance. Admittance to the Kentucky Bar or qualified for admission within twelve months. Knowledge of legal issues relevant to higher education including but not limited to Title VII, Title IX, Clery Act, ADA, HEOA and FERPA.

Any candidate who is offered this position will be required to go through a pre-employment criminal background check as mandated by state law.

All applicants must apply on the Northern Kentucky University job site at <http://jobs.nku.edu/postings/4128>.