

The University of Pittsburgh has an exciting opportunity in our Office of General Counsel.

Assistant General Counsel - Position Description

The Assistant General Counsel will report to the Senior Vice Chancellor and Chief Legal Officer. The size, complexity, scope and diversity of the University generates a range of complex, cutting-edge legal issues. The Assistant General Counsel will work alongside the University's Associate General Counsel(s) on a wide range of transactional matters related to the operation of the University. The Assistant General Counsel will primarily provide counseling and strategic advice in the negotiation of contracts related to higher education, including but not limited to affiliation and partnership agreements, athletic and sponsorship agreements, vendor and purchasing agreements, gift and sponsored research agreements, IP and technology agreements (licenses, non-disclosure agreement, material transfer agreements etc.), agreements related to facilities and real estate matters and other matters as assigned. In addition, the Assistant General Counsel will provide counseling and legal advice concerning the proper interpretation and application of statutes, regulations, policy guidance and assessments of risks involved in proposed courses of action.

*The University of Pittsburgh is an Affirmative Action/Equal Opportunity Employer and values equality of opportunity, human dignity and diversity. EEO/AA/M/F/Vets/Disabled.*

Minimum Qualifications

- Juris Doctorate Degree (J.D) from an accredited law school and member in good standing of a state or federal bar.
- 3-5 years of experience across a range of matters pertinent to the position description. Preference for experience in transactional matters related to intellectual property and research.
- Excellent oral and written communication skills, including the ability to communicate complex legal and business issues in terms that are understandable to non-lawyers.
- Ability to manage multiple assignments and to complete them effectively and promptly with limited supervision.
- Demonstrated ability to make independent decisions and to ascertain the need for timely escalation of matters to higher management.

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