

LSAC is a nonprofit organization devoted to furthering quality, access, and fairness in law school admission by providing the core products and services that candidates and law schools depend upon in the US and around the world. Each year, LSAC helps over 60,000 law school candidates navigate the admission process, administers the LSAT to over 100,000 world-wide test takers, provides the essential admission software and data relied upon by over 220 member law schools, presents dozens of national forums to help candidates and law schools connect, and supports the nation's prelaw network. The LSAT is the premier standardized test of critical reasoning skills that are fundamental for success in law school and in a wide range of careers. LSAC also works actively to increase diversity in the legal profession and to promote public understanding of law as part of its focus on building a strong justice pipeline.

Associate or Assistant General Counsel
Job Code: AGC – HNBA

The General Counsel's Office seeks a versatile and highly motivated candidate for the position of Associate or Assistant General Counsel, depending upon qualifications and experience. The attorney will work in the office of General Counsel and Corporate Secretary and report to that position, assisting in the provision of legal services. LSAC's office is located in Newtown, PA.

Duties and Responsibilities:

- Provide general legal services to support LSAC's various business operations.
- Design, implement, manage, and maintain an electronic contract administration plan, to include drafting, reviewing, negotiating, and monitoring agreements for execution by LSAC.
- Assist in creating and maintaining a company-wide compliance and enterprise risk management program.
- Assist in creating and maintaining an online searchable database of LSAC policies.
- Update LSAC document retention and disposal policy.
- Provide day-to-day advice to LSAC's test accommodation services on issues involving the Americans with Disabilities Act.
- Assist the General Counsel in a wide variety of legal matters including but not limited to the following: cyber, data, and information security and privacy; legal research and writing; employment law; document organization and production, and related discovery matters in litigation; managing outside counsel; internal investigations; advising on pending legislation; and assisting with intellectual property management.
- Deliver employee compliance-related training.
- Assist with governance and nonprofit organization matters.
- Perform such other duties as required.

Knowledge, Skills and Abilities:

- Juris Doctorate degree from an ABA-accredited law school required.
- Licensed in good standing to practice law in the Commonwealth of Pennsylvania required or eligible for reciprocity on the date hired.
- Three to seven years of relevant general corporate, higher education, or in-house legal department or large firm practice, including knowledge of contracting and familiarity with corporate policy making, data security, the Americans with Disabilities Act, and compliance and risk management required.
- Experience implementing an organization-wide contracts management process preferred.
- Possess excellent legal negotiating, drafting and presentation skills.
- Possess excellent written and oral communication skills.
- Ability to analyze complex legal issues and provide recommendations for well-reasoned, practical solutions and alternatives.
- Ability to work effectively, courteously, and collaboratively within a fast-paced legal and corporate office.
- Ability to prioritize and handle multiple tasks with integrity and sound judgement.
- Possess strong work ethic and enthusiasm for taking on a wide range of projects and responsibilities.
- Possess strong interpersonal skills and be service oriented.
- Possess a good sense of humor and healthy dose of humility.
- Availability for occasional travel.
- Must be able to perform each essential duty satisfactorily with or without reasonable accommodations.

For details, please visit our website, LSAC.org.

To apply, please forward resume and letter of application, including Job Code, to:

C. Rommel, HR Section
Law School Admission Council
P.O. Box 40, Job Code AGC – HNBA
Newtown, PA 18940
Fax: 215-504-3808
E-mail: employment@LSAC.org

Only resumes with salary requirements will be considered.

LSAC offers competitive compensation and benefits based on qualifications and experience.

Application deadline is January 22, 2018.

LSAC actively seeks to foster greater levels of diversity in our workforce and in our pipeline of future leaders. We are committed to attract and retain candidates who have a passion for their work and encourage all qualified individuals, including minorities, women, LGBTQ, and differently abled, to apply. LSAC is an Equal Opportunity Employer.