

## University Attorney

The University Attorney manages the University's legal affairs, reports to the President and advises and represents the University in all legal affairs. Legal services provided will be at the direction of the President of the University.

### Qualifications:

- Juris Doctor Degree from an ABA accredited law school.
- At least seven years of legal and litigation experience. Experience in university and education law preferred.
- Member in good standing of the Pennsylvania Bar Association within twelve (12) months of hire.
- Relevant areas of practice include: labor and employment law (contract and equal employment), human resource and personnel issues, purchasing and contracts, (including construction contracts), bidding and contracting for construction, immigration, regulatory compliance matters, reviewing and negotiating software licenses, real estate transactions, gift agreements and grant awards, licensing and other intellectual property transactions.
- Excellence in legal research, analysis, and problem-solving; professional conduct.
- Ability to interact cooperatively with diverse constituencies.
- Precise oral, written, interpersonal and negotiation skills.
- A sense of urgency and responsiveness and the ability to handle multiple tasks simultaneously.
- Commitment to the highest ethical and professional standards of the University.
- Ability to work collegially with diverse personnel in a fast-paced and student –centered environment.
- Exceptional ability to use considerable discretion and impeccable judgment in decision making, ensuring compliance in law and regulations, and maintaining the highest standards of confidentiality.
- High level of professional appearance and demeanor.

### Essential Functions:

- Provide legal advice to Board of Trustees, academic and administrative management personnel according to the statutory and constitutional framework in which the University operates.
- Establish procedures and disseminate to appropriate areas the statutory requirements for maintaining documents or records retention for each area of the organization.
- Represent the University in collective bargaining, legal and administrative proceedings.
- Prepare and review legal documents, defend claims before federal and state agencies and courts, and provide comprehensive legal services.
- Serve as liaison to regulatory and legislative bodies, courts and attorneys general.

- Keeps the administration abreast of the progress of all pending litigation and potential litigation.
- Assign matter to counsel on retainer or selected through approved process and supervise outside counsel as needed.
- Review contractual relations including international contracts and real estate transactions.
- Review internal policies including matters specific to administration, faculty and students.
- Provide advice on the compliance with federal and state regulations applicable to institutions of higher education.
- Investigate inquiries and complaints from administrators and student organizations including matters related to tax law, insurance, patents and copyrights, delinquent fees, contracts, and university policies.
- Prepare contracts, agreements and other legal documents, and policies for compliance with state and federal law, as well as university policies and regulations.
- Confers with university employees on matters involving legal interpretation and decisions related to University activities, policy questions and operating issues.
- All other relevant duties as assigned.

NOTE: In the event that a particular matter cannot be handled by the University Attorney due to a conflict of Interest, an area of specialization with which he or she does not possess required level of expertise, or any other valid reason, then the President shall be so informed and the University Attorney will identify outside Counsel to handle a particular matter.

### **Working Conditions:**

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected as well as visits to satellite locations. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.

### **Physical Demands:**

Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, bend and reach.