

Job Title**Job Description:****General Counsel**

The General Counsel is the chief legal officer and has full authority and responsibility for the legal affairs of California Health Sciences University. In that capacity, the General Counsel oversees and manages the provision of all legal services to California Health Sciences University to ensure maximum protection of its legal rights and to maintain its operations in accordance with law, regulations, and University policy. Provides strategic guidance, consultation, and support to senior University administrators and other members of upper management on a comprehensive range of legal and associated issues involved in carrying out the mission of the University.

Reports to:

Board of Trustees and President

Classification:**Full-Time, Exempt****Essential Duties:**

The essential functions (i.e., the fundamental job duties of the position) are as follows:

- Provides legal counsel and guidance to the Board of Trustees and upper management of the University on all legal matters relevant to the University, including personnel law, policies, procedures, rules, and regulations, and laws pertaining to students and faculty, contracts and grants, worker's compensation, and liability and insurance matters.
- Provides leadership, direction, and integration of compliance activities to ensure the University's compliance with applicable laws and regulations.
- Directs the formulation and implementation of strategic compliance planning in support of the University's vision, mission, and values.
- Serves as the University's chief representative and advocate for excellence in compliance functions.
- Reviews, researches, interprets, and prepares both written and oral opinions on a wide variety of legal issues.
- Drafts, reviews, and approves legal documents.
- Represents, or oversees the representation of, the University and upper management in judicial and administrative proceedings.
- Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the University's goals and objectives; oversees recruitment, training, supervision, and evaluation of legal staff.
- Recommends outside counsel to the President and the Board of Trustees, as required, to obtain legal opinions, to consult on difficult or sensitive issues, and for litigation matters.
- Supervises outside counsel retained by the President or the Board of Trustees.
- Provides training to the campus community on various legal issues.
- Maintains professional growth and development through seminars, workshops, and professional affiliations to keep abreast of latest developments in law and regulations pertinent to the University.
- Performs miscellaneous job-related duties as assigned by the University's Board of Trustees or by the University's President.

This job description is not intended to be all-inclusive, and the employee will also perform other reasonably related duties as assigned by CHSU.

**Qualifications/
Education:****Education**

- J.D. from an American Bar Association accredited law school; at least 10 years of full-time practice of law.

- Member in good standing of the State Bar of California.
- Relevant completed postgraduate degree(s) from accredited institution(s), other than a J.D., may be substituted for full-time experience on a year for year basis.
- Minimum five years-experience working in higher education.

Skills & Experience

- Ability to develop and deliver presentations.
- Ability to provide competent legal advice and counsel to senior University officials on a wide range of legal and policy issues.
- Knowledge of the range of applicable laws and regulations which impact on University policy and operations, such as Title IV; Title IX, and laws and regulations relevant to WSCUC, BPPE, COCA, and ACPE.
- Ability to analyze and interpret issues and to prepare legal opinions.
- Ability to communicate and interact with officials at all levels of government.
- Ability to supervise and train legal staff, including organizing and prioritizing work assignments.
- Ability to supervise and coordinate the work of legal professionals, paraprofessionals, and consultants.
- Ability to foster a cooperative work environment.
- Negotiating skills.
- Knowledge of the judicial system and procedures.
- Knowledge of legal documentation procedures and requirements.

Compensation:

Position offers competitive wage based on experience plus benefits.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **General Counsel** in the subject field of the email.