

Associate Counsel

Office of the Chancellor

<https://lex.ucsc.edu/>

Job #: 1908684

Full Time; Career

Salary commensurate with qualifications and experience.

UC Santa Cruz strives to embrace diversity in all its forms; it strives to be an inclusive community that fosters an open, enlightened & productive environment.

Involves providing research and advice on legal issues affecting UC Santa Cruz and/or the university at large. Provides the full range of legal services to clients in the following practice areas; labor and employment, faculty and student affairs, health law, governance and public accountability, construction, land use, research compliance, intellectual property, business transactions, litigation, real estate, taxes and gifts and estates, as well as expertise regarding the regulations and policies of the university. Direct services include litigation, contract negotiations, advice, and assisting with the development of effective compliance and risk mitigation strategies to facilitate the university's complex operations.

Independently handles a full range of legal matters and projects, including those which hold substantial importance and impact. May act as a liaison with outside counsel and/or represent the university in litigation. Provides advice on a wide range of legal questions associated with the administration, management, and operation of the campus as requested by the Chief Campus Counsel. In addition to above-described practice areas, general practice areas may include risk management; research regulation and compliance; constitutional law (religion, speech, association, privacy, and due process rights); auxiliary and service enterprises; development and maintenance of campus facilities and assets; contracts; athletics; and various other areas where institutional rights and responsibilities are implicated. May engage in work involving: Title IX, ADA, Title VII, FEHA, EEOC, CEQA, Clery Act, CPRA and other areas governing university activities.

Assists with litigated matters involving the campus and may monitor such litigation for the Chief Campus Counsel. Reviews and evaluates revisions to or proposed campus policies and procedures and advises the Chief Campus Counsel, or other originating officer, on the legal implications of policy and procedure content and promulgation. In this regard, the Campus Counsel seeks the consultation and opinion of the Office of the General Counsel where existing legal opinions are insufficient or where the law may be unclear or ambiguous.

Negotiates or acts as agent of the campus administration in special transactions as requested by the Chief Campus Counsel, including: settlement agreements, special contracts and agreements, license applications, exchange agreements with other universities, liability waivers, acceptance of subpoenas, and interaction with governmental agencies. In so doing, is expected to exercise judgment to remain within the limits specified and instruction stipulated by the Chief Campus Counsel.

Prepares or obtains from the Office of General Counsel, legal opinions and advice as sought by campus administrators. Assists in the formulation of the campus response to University-wide policy initiatives.

Provides timely updates to the Chief Campus Counsel on all significant matters. Supports the diversity efforts of OGC and Office of the Campus Counsel.

Executes all other duties and responsibilities as assigned by the Chief Campus Counsel.

This position requires passing a pre-employment criminal history background check. Selected candidates cannot begin work until passing their background check. Please note: Time required to complete this process may vary and can be lengthy.

\*\*\*\*For full consideration, applicants will be asked to provide the following when submitting the online application for this position.

Please provide a writing sample in the form of a legal brief, motion or memo.

Qualifications include:

Five or more years of relevant practice experience in a law firm, or in-house counsel for an academic institution, corporation or other entity.

Thorough understanding of highly complex legal issues and ability to foresee implications in specialty area.

Strong written communication skills and ability to create and deliver effective materials and / or presentations appropriate to a particular audience.

In-depth research skills; to draft accurate, complete and persuasive legal documents, such as pleadings, legal responses, affidavits, position statements and briefs.

Proven ability to maintain confidentiality and exercise discretion and tact when handling sensitive or potentially sensitive issues.

Some special conditions include:

Must possess a J.D. from an accredited law school.

Must possess a license to practice law in California.

The selected candidate will be subject to the annual financial disclosure requirements of the California Political Reform Act of 1974.

Position is open until filled. Initial Review Date: 05-01-2019

**APPLICANTS ARE REQUIRED TO USE THE UCSC ON-LINE PROCESS**

View full job description and access on-line application:

<https://apptrkr.com/1433448>

To ensure review of application materials by the hiring unit, they must be submitted on or before the initial review date (IRD) via the Staff Employment Opportunities web site <mailto:https://jobs.ucsc.edu>. A computer is available at the UC Santa Cruz Staff Human Resources Office located at Scotts Valley

Center. The Scotts Valley Center is located at 100 Enterprise Way, Suite E100, Scotts Valley, CA 95066. To learn more or to request disability accommodations, call 831-459-2009. Hearing impaired are encouraged to use the California Relay Service at 800-735-2922. UC Santa Cruz is an Equal Opportunity Employer.

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