

# UNIVERSITY OF DALLAS

Job Number: 12088UD

Assistant General Counsel

Date Posted: March 28, 2022

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## WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions, and exceptional employee benefits.

## SUMMARY

UD is currently seeking an Assistant General Counsel to provide a broad range of legal services and counsel to the University, its officers, faculty, and staff. The AGC is a trusted advisor to the Vice President and General Counsel. The AGC understands and supports the Mission of the University of Dallas. The AGC represents the University with maturity and sophistication and works diligently to promote its flourishing. The AGC analyzes complex issues and offers legal guidance, exercises excellent judgment and attention to detail, handles multiple matters simultaneously while working independently and as a member of a team, understanding the importance of confidentiality and professionalism in all matters. The AGC participates on committees and collaborates on projects to address legal, risk management, and compliance considerations to advance institutional objectives.

## PRIMARY RESPONSIBILITIES

- Provide timely, accessible, responsive, and sound legal services to University constituencies in a collaborative professional environment on the full array of legal issues arising in the context of higher education, as assigned by the General Counsel.
- Review, negotiate, draft and/or approve contracts and agreements as assigned, including contracts related to events, leases, licenses, purchases, sales, insurance, employment, research, and related matters.
- Review, negotiate, and prepare legal documents necessary to facilitate diverse commercial transactions involving the University.
- Furnish legal opinions as requested by the Board of Trustees and senior-level executives, including legal memoranda and opinions.
- Perform legal research and analysis and keeps abreast of emerging legal issues that may impact the University, programs, or curriculum.
- Interpret and implement state/federal laws, rules, and policies as they apply to the University.
- Formulate, develop, implement, interpret, and review University regulations, policies, and procedures, including identifying the need for policy creation, development, or amendment to protect and serve the University's legal interests.
- Develop and provide training on legal issues to University administrators, staff, and designated representatives.
- Represent the University General Counsel as requested.
- Maintain professional development through seminars, workshops, and professional affiliations to keep abreast of the latest developments in college/university law and other related areas.

# UNIVERSITY OF DALLAS

- Understand the teachings of the Roman Catholic Church and consider the University's religious identity in the preparation of advice and counsel.
- Perform other duties as assigned, including contract review, insurance analysis and renewal, legal research, drafting legal opinions, and policy development.

## MINIMUM REQUIREMENTS

- Bachelor's degree and J.D. required.
- Must be licensed in the State of Texas and in good standing in the Texas Bar or eligible for admission on motion within six months of employment.
- Five years of experience in the major areas of law and issues affecting higher education institutions is highly desired.

## ADDITIONAL INFORMATION:

- Travel and irregular hours such as nights and weekend will be required in support of university issues.
- Knowledge of contract documents and specifications.
- Knowledge of risk management issues arising in the context of higher education.
- Knowledge of insurance and familiarity with the insurance renewal process.
- Ability to develop and deliver presentations.
- Ability to create, compose, and edit legal memoranda and other written materials.
- Ability to investigate and analyze information with sound judgment and logical reasoning, draw conclusions, and articulate them.
- Ability to represent University officials in litigation or administrative proceedings.
- Ability to draft legal documents, such as pleadings, legal responses, affidavits, position statements, and briefs with acumen and attention to detail.
- Knowledge of the principles and procedures of legal research.
- Knowledge of process requirements of administrative hearings and litigation.
- Knowledge of institutional policies and procedures and the regulatory environment within which they operate.
- Discretion in handling sensitive and/or confidential information.
- Ability to develop and implement policies and legal strategies and solutions.

## BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff, and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**