AUBURN
Human Resources

University Counsel
Job Description

JOB INFORMATION

Job Code	EC03
Job Description Title	University Counsel
Pay Grade	LC16
Range Minimum	$130,410
33rd %	$173,880
Range Midpoint	$195,610
67th %	$217,340
Range Maximum	$260,810
Exemption Status	Exempt
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JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Legal Affairs

JOB SUMMARY

Assists the General Counsel in matters related to the Board of Trustees and in providing legal advice to the University President and other administrators on matters having legal ramifications, including compliance of University activities with applicable law and reestablished legal precedent and review of legal documents executed in the name of Auburn University.

RESPONSIBILITIES

- Assists General Counsel in legal matters as they relate to the University.
- Provides legal assistance and advice to the University President and other administrators in matters relating to compliance.
- Reviews legal documents executed in the name of Auburn University.
- Maintains proper records of legal activities that will be maintained for informational guidance and future reference.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Juris Doctorate		and	10 years of	Experience as an attorney at law	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of case law, legal precedent, and legislation related to higher education and university business and operations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Successful completion of the State Bar Exam	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Additional Special Requirements:

Externally imposed deadlines; set and revised beyond one's control; interruption influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; may require the performance of work outside regular work hours; meeting or deadlines and coordination of unrelated activities are key to position; frequent and multiple shifts in tasks and priority of tasks; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.