AUBURN
Human Resources

Deputy General Counsel
Job Description

JOB INFORMATION

Job Code	EC12
Job Description Title	Deputy General Counsel
Pay Grade	LC18
Range Minimum	$187,790
33rd %	$250,380
Range Midpoint	$281,680
67th %	$312,980
Range Maximum	$375,570
Exemption Status	Exempt
Organizational use restricted to the following divisions	116 SVP-Legal Affairs & Gen Counsel
Approved Date:	8/13/2025 9:27:21 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Deputy General Counsel (DGC) directly assists the Senior Vice President for Legal Affairs and General Counsel (SVP/GC) and may act on behalf of the SVP/GC when needed and as directed, particularly when the SVP/GC's executive-level responsibilities require significant engagement outside of direct day-to-day office management. The DGC provides direct counsel to the SVP/GC related to office management, major legal functions, and legal strategy of the University. The DGC maintains a broad understanding of the legal and strategic work occurring within the Office of the General Counsel and across all divisions of the University, discerns the need for the SVP/GC's engagement on matters of critical institutional significance, and ensures that the SVP/GC remains properly informed thereof. The DGC applies critical thinking and excellent judgment to evaluate and advise on immediate, mid-range, and long-term impacts of varied legal strategies. In addition, the DGC maintains his/her own responsibilities for providing legal and strategic guidance across the University.

RESPONSIBILITIES

- Directly assists SVP/General Counsel in legal matters as they relate to the University.
- May act on behalf of the SVP/GC when needed and as directed, including in office management responsibilities.
- Provides direct counsel to the SVP/GC related to office management, major legal functions, and legal strategy of the University.
- Maintains a broad understanding of the legal and strategic work occurring within the SVP/GC Office and across all divisions of the University.
- Discerns the need for the SVP/GC’s engagement on matters of critical institutional significance and ensures the SVP/GC remains properly informed thereof.
- Applies critical thinking and excellent judgment to evaluate and advise on immediate, mid-range, and long-term impacts of varied legal strategies.
- Provides independent legal assistance and advice to the University President and other administrators in matters relating to legal and regulatory compliance.
- 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	No supervisory responsibilities.

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			15 years of	experience practicing higher education law with demonstrated increasing levels of responsibility and autonomy.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of case law, legal precedent, and legislation related to higher education and university business and operations.	
Ability to independently advise high-level university administrators on legal compliance and strategy.	
Ability to apply critical thinking and excellent judgment in evaluating and advising on immediate, mid-range, and long-term impacts of varied legal strategies.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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				
Temperature Change	X				
Atmospheric Conditions	X				
Vibration	X				

Vision Requirements:
No special vision requirements.