
Auburn University Job Description

Job Title: **Staff Counsel**

Job Family: No Family

Job Code: **EC04**

Grade LC14 \$85,500 - \$162,500

FLSA status: Exempt

Job Summary

The Office of the General Counsel provides advice and counsel to the Auburn University Board of Trustees and senior University administration regarding all areas of University operations. The Office of General Counsel supports Auburn University's mission, defined by the University's land-grant traditions of service and access. The University serves the citizens of the State through its instructional, research and outreach programs, preparing Alabamians to respond successfully to the challenges of a global economy.

The Office of General Counsel maintains a sophisticated and complex practice that touches a wide range of legal areas, including but not limited to federal and state constitutional and public law issues, labor and employment, litigation, public contracting, intellectual property, research and technology transfer, business transactions, construction, administrative law, and public safety. Reporting to the General Counsel, the Staff Counsel will conduct legal research, draft legal memoranda, review and draft contracts, analyze legal issues raised to the Office, and perform other duties and special projects as assigned by the General Counsel.

All Office of General Counsel staff are expected to work with exceptional professionalism, skill, attention to detail, judgment, discretion, and integrity. The Office of General Counsel will maintain a strong commitment to teamwork, inclusiveness, and adaptability to a broad range of issues, people, and situations, inspiring confidence in our clients and the broader University community.

Essential Functions

1. Assists General Counsel in legal matters relating to the University.
2. Under the supervision of the General Counsel provides legal assistance to University administrators in matters relating to compliance of University activities with applicable law and established legal precedent.
3. Reviews legal documents executed in the name of Auburn University.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Juris Doctorate	Juris Doctor (J.D.)/Bachelor of Law degree required from an accredited law school.
Experience (yrs.)	3	Three years experience as an attorney at law; or relevant higher education experience.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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

Certification or Licensure Requirements

Must be eligible and willing to sit for the State Bar Exam within twelve (12) months of hire

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, reaching, talking, hearing, .

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 5/2/2018
