**General Counsel Job description**

**Job brief**

The General Counsel acts as principal legal officer to the XYZ, works closely with the senior management team, Board of Governors and Senate to provide leadership in all matters with legal implications for the XYZ.

**Responsibilities**

* Advises institutional and system leaders about matters of public sector and higher education law, employment and labor issues, and employment discrimination.
* Manages litigation for the Rhode Island system of higher education, working with institutional attorneys, outside counsel as appropriate, and counsel for insurer(s).
* Drafts and reviews contracts that require approval and works with institutional representatives to ensure that contracts are submitted in a timely fashion for review.
* Manages the public/private partnership regulations, working with institutional representatives, the finance committee of the board, and the state ethics commission.
* Provides legal support for the regulation of proprietary schools operating in Rhode Island.
* Works to ensure consistency of policies at the institutions.
* Provides advice about the legal basis for policies that are developed by office staff for adoption by the President.
* Provides staff support for the personnel committee of the board and assists that committee in conducting evaluations of the President.
* Coordinates the work of attorneys in the system.

**Requirements**

* Juris Doctor (J.D.) degree or LL.B. from a nationally accredited law school;
* Admittance to practice law before the courts of the State of Michigan and federal courts;
* Demonstrated leadership skills and management abilities;
* Knowledge of the structure and program objectives of MEA;
* Experience in budget development and administration;
* Commitment to the labor movement;
* Knowledge of organizing.