Title: Assistant General Counsel

Pay Scale Group: 99-1

Essential Function

The OGC is a fast-paced, high volume work place that provides a high level of legal services to the University. The selected Candidate will provide legal services to the University in a variety of areas including employment and labor, student related matters, contract review and negotiation, public procurement, compliance, privacy, public records, constitutional law, real estate, transactional matters, gifts and development, intellectual property and administrative law.

Characteristic Duties

The Assistant General Counsel will work closely and collaboratively with other University attorneys, administrators, and faculty, and interact with outside counsel, other governmental offices, and with University-affiliated organizations while handling multiple unrelated matters concurrently, rapidly and accurately.

Minimum Qualifications

- J.D. degree from an ABA accredited law school;
- Excellent legal research and writing skills;
- Admission to the Ohio Bar;
- At least three (3) years’ experience as a practicing attorney
- Excellent communication, analytical, and interpersonal skills;
- A commitment to diversity and the ability to work with divergent personalities;
- High ethical standards;
- Meet the qualifications for appointment as an Assistant Attorney General for the state of Ohio.