Title: Deputy General Counsel

Pay Scale Group: 1610

Description Summary

Under general supervision from a designated administrator provide direct oversight in the administration of the university counsel’s office.

Characteristic Duties (Incumbents may perform some or all of these duties or other related duties)

Responsible for development, implementation, and administration of strategic planning and operations to achieve the division and university’s mission and objectives; assume management responsibility for a wide range of activities with the Office of General Counsel.

Formulate, recommend, review, and implement university wide policies, procedures and controls; communicate major policy changes affecting the university community; assist with training in such areas as policy drafting/interpretation and legal compliance; evaluate pending legislation to determine legislative impact to the University;

Provide advice and counsel to the Vice President and General Counsel on a variety of legal matters; acts on behalf of the General Counsel during his/her absence; serve as principal liaison between the university and the Office of General Counsel;

Assume management responsibility for a wide range of legal matters; provide advice and guidance pertaining to a comprehensive range of higher education and governance related issues; represent the institution in legal proceedings, coordinate case management, litigation, legal compliance processes and oversee outside counsel.

Responsible for collaborating efforts with administrative and academic units to enhance business/community partnerships; communicate with and assist internal and external partners in resolving issues; interact with members of the university community, legal profession, officials of state and federal government, and others as assigned by general counsel; represent general counsel and/or university internally and externally.

Prepare reports, disseminate/interpret information, provide advice, write proposals, deliver presentations, construct contractual agreements, and ensure that all programs and services comply with university, state and federal regulations

Provide administrative leadership and supervision to managers, professionals and support staff; hire, orient, train, mentor and evaluate assigned staff; monitor and coordinate staff development and training programs. (attorneys, legal assistants, and administrative assistant) and managing outside counsel.

Perform related duties as assigned by general counsel.
Minimum Qualifications

Juris Doctor (JD) degree from an accredited law school and a member in good standing, of the Ohio State Bar (or ability to be admitted within one year of hire) with at least ten (10) years of litigation experience or other related legal experience handling a variety of legal issues and providing legal advice to a diverse client base. Experience must be related to areas of responsibilities and include progressively responsible administrative/management experience.