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## Auburn University Job Description

Job Title: **General Counsel**

Job Family: No Family

Job Code: **EC01**

Unclassified

FLSA status: Exempt

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### Job Summary

Serves as principal legal advisor for the University.

### Essential Functions

1. Advises the President and Board in legal matters.
2. Provides legal assistance and advice to Vice Presidents and other designated administrators.
3. Secures, coordinates, and monitors outside counsel.
4. Reviews legal documents executed in the name of Auburn University.
5. Oversees on-going programs and activities of the Office of General Counsel.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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>
<b>Education</b>	Juris Doctorate	Juris Doctor (J.D.) degree required
<b>Experience (yrs.)</b>	10	Experience as an attorney at law

#### 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

Successful completion of the State Bar Exam

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### 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, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 1/3/2012

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