
Auburn University Job Description

Job Title: **University Counsel**

Job Family: No Family

Job Code: **EC03**

Grade LC16 \$114,100 - \$228,200

FLSA status: Exempt

Job Summary

Assists the General Counsel in matters related to the Board of Trustees and in providing legal advice to the University President and other administrators on matters having legal ramifications, including compliance of University activities with applicable law and reestablished legal precedent and review of legal documents executed in the name of Auburn University.

Essential Functions

1. Assists General Counsel in legal matters as they relate to the University.
2. Provides legal assistance and advice to the University President and other administrators in matters relating to compliance.
3. Reviews legal documents executed in the name of Auburn University.
4. Maintains proper records of legal activities that will be maintained for informational guidance and future reference.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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.) degree required
Experience (yrs.)	10	Experience as an attorney at law

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

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

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 and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

Job occasionally requires handling objects with hands, and lifting up to 10 pounds.

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

Date: 5/2/2018
