

Assistant General Counsel (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=149976>

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Posted Nov. 19, 2020, removed Feb. 4, 2021

Job Title	Assistant General Counsel (Reg FT)
Department	General Counsel
Institution	Community College of Allegheny County Pittsburgh, Pennsylvania
Date Posted	Nov. 19, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Legal Services
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Job Description

Assistant General Counsel (Reg FT)

Position Title: Assistant General Counsel (Reg FT)

Department: General Counsel

Campus: Office of College Services

Additional Information: This position will remain open until filled. However, in order to ensure consideration for an interview, please submit your completed application, cover letter and resume by no later than July 6, 2020. The College cannot guarantee that application materials received after this date will be considered or reviewed.

Benefits: CCAC offers an exceptional benefits package. Highlights include an excellent health plan with

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very low out-of-pocket expense network option, generous time off and holiday pay, a 403b retirement plan with up to 10% employer match or other options through the State's retirement defined benefit pension system, free employee parking, public service (student) loan forgiveness eligible employer, and employer paid benefits including group life insurance, short-term and long-term disability insurance, and flexible spending accounts, certain conditions or restrictions may apply.

Salary Grade: Admin 18 - \$76,955

Job Category: Administrators

Employment Type: Regular Full-Time

Job Slot: 5890

Job Open Date: 6/19/2020

Job Close Date:

General Summary: Develop, implement and administer contract management process for College-wide and campus-based operations. Draft, negotiate and/or review contracts and agreements relating to business and operations of the College, including purchase agreements, licensing agreements, affiliation agreements, leases and other contracts and instruments effecting transfers of property, service provider contracts, construction contracts, and all other legal documents or instruments. Provide legal advice and support to College officers and employees in areas of business law, real estate transactions, construction, intellectual property, governance, compliance and risk management and other legal issues affecting higher education institutions.

Requirements:

Juris Doctorate degree plus two to five years' experience practicing law in law firm or in-house capacity. Current license to practice law in the Commonwealth of Pennsylvania or ability to obtain license within six months' of hire date. Must be able to work independently and effectively utilize technology resources to support legal research, contract drafting, and document and file management. Prior experience drafting, negotiating and managing complex contracts and business transactions. Demonstrated ability to communicate complex information and legal advice to diverse range of clients. Excellent written and verbal communication skills. Demonstrated ability to establish effective working relationships with internal and external constituents.

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Preferred Experience: Prior experience counseling or representing clients with regard to issues attendant to public higher education institutions, including but not limited to experience in labor and employment law, compliance and risk management, student civil rights and due process matters, faculty relations, real estate transactions, finance and audit, and/or intellectual property law. Prior litigation experience also preferred.

Duties:

- 1) Draft, negotiate and/or review contracts, agreements and leases to ensure that College's legal and business interests are protected.
- 2) Develop and administer form bank containing templates for common transactions; distribute and train College departments and personnel on use of forms, College's standard and preferred terms and conditions, and identification and appropriate management of risks associated with various transactions and contractual terms.
- 3) Develop and administer contract management process that provides for timely and efficient review of material contracts and agreements, ensures that necessary approvals and signatures are obtained, and tracks expiration, renewal and/or termination deadlines. Maintain contracts and agreements in accordance with College's Record Management and Retention Policy.
- 4) Manage the College's clinical affiliation agreement and student affiliation agreement database of contracts. Review and negotiate acceptable terms of outside agencies' agreements, initiate new agreements upon a program's request, and communicate completed agreements to internal and external stakeholders. Proactively manage contract renewals to assist with program accreditation compliance requirements. Obtain and distribute certificates of liability insurance documents to support student externship requirements.
- 5) Provide oversight of the contracted auxiliary service providers, including College bookstore operator, foodservice vendor, Starbucks cafe, and beverage pouring rights. Draft and negotiate renewals of and/or new contracts for auxiliary service providers, as necessary. Serve as liaison between auxiliary service providers and College stakeholders, and assist with resolution of issues with vendors as necessary. Conduct periodic meetings with auxiliary service providers and internal stakeholders to assess operations, needs and levels of service.
- 6) Review and/or assist in the development of documents utilized for RFP, RFQ and/or bid solicitations.
- 7) Develop, draft and implement policies and regulations necessary to facilitate organizational

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compliance model, including management and regular update of Board Policy and Administrative Regulations Manual, and development and delivery of compliance training for faculty, staff and students. Assist in the development and implementation of an enterprise risk management program.

8) Provide legal advice, support and counsel on all areas of law affecting the College. Monitor legal affairs of College and bring legal issues and concerns to attention of General Counsel and senior administration; develop strategies and actions for responding to identified issues and concerns. Develop and provide training for College administrators, faculty, staff and students on legal issues and concerns.

9) Represent College in administrative hearings and arbitrations; monitor and resolve disputes which may lead to litigation. Manage outside litigation and counsel as needed.

10) Receive and respond to requests for public records under the Pennsylvania Right to Know Law, and develop and maintain policies, processes and procedures to manage responses to RTK requests.

11) Engage in regular professional development activities, including all continuing education necessary to maintain active law license, and attend professional workshops, seminars and conferences that will facilitate and improve personal and departmental expertise in areas of law relevant to supporting the College.

12) Perform other duties as required or as assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances and are available

[url=https://apptrkr.com/get_redirect.php?id=2079912&targetURL=https://ccac.csod.com/ats/careersite/search]

To view the full job posting and apply for this position, go to:

[url=<https://apptrkr.com/2079912>][url=<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=699&site=3>]

Contact Information



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

General Counsel

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