

Assistant General Counsel  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=164381>

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Posted Aug. 2, 2021, set to expire Dec. 15, 2021

**Job Title** Assistant General Counsel

**Department**

**Institution** Tufts University

Medford/Somerville, Massachusetts

**Date Posted** Aug. 2, 2021

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Legal Services

**Apply Online Here** <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=21001637>

**Apply By Email**

**Job Description**

Assistant General Counsel - (21001637)

Description

Office of University Counsel (OUC) is responsible for managing the legal affairs of the university, including advising the schools and divisions on legal issues. OUC coordinates the delivery of all legal services for Tufts University. The Office provides advice and support to Tufts' administrative and academic personnel on a broad range of matters, including employee relations, real estate transactions, contracts, litigation and policy development. OUC also coordinates the selection and supervision of outside law firms.

Reporting to the Deputy General Counsel for Labor, Employment and Litigation, the position will assist on a range of legal issues with an emphasis on employment, legal research, policy development, compliance matters, contracts and litigation.

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### Qualifications

#### Basic Requirements:

5+ years of practice in employment, litigation and/or contract matters.

Required Education: J.D .

Must have ability to manage a variety of legal issues, oversee outside counsel services, and provide legal advice to a diverse client base consisting of highly educated faculty and administrators.

Demonstrated ability to work independently in a fast-paced environment with attentiveness to client needs and competing priorities is required.

Ability to manage multiple tasks with deadlines. Demonstrable attention to detail required.

Must be able to attend meetings on all three campuses and work beyond core hours of the university, as required.

License to practice law or eligibility for admission to bar in Massachusetts

#### Preferred Qualifications:

Higher education experience preferred.

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity.

### Contact Information

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

### Contact