

Chief Campus Counsel, Office of General Counsel
University at Buffalo, The State University of New York

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Posted Jul. 12, 2024, set to expire Dec. 6, 2024

Job Title	Chief Campus Counsel, Office of General Counsel
Department	Office of General Counsel
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Legal Services
Job Website	https://www.ubjobs.buffalo.edu/postings/51526

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Job Description

Overview

The **Chief Campus Counsel** is an associate counsel of the SUNY Office of General Counsel (“OGC”) assigned to represent the University at Buffalo (UB).

This senior-level position is responsible for all matters affecting the legal interests of UB and reports to the SUNY general counsel with the University at Buffalo president being the chief client for all legal matters. The Chief Campus Counsel works closely with the president’s chief of staff, vice presidents and senior staff for the efficient management of legal affairs and provision of legal services.

Administrative Duties

The Chief Campus Counsel is responsible for the immediate administrative management and oversight of the University at Buffalo counsel’s office including the supervision of associate and assistant counsels, paralegal and administrative assistant, and the assignment of legal matters. Residing within

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the Office of the President, the Chief Campus Counsel also manages the office budget, as set by the campus, and recommends the engagement of retained counsel for certain legal matters as appropriate.

Legal Duties to Campus Client

The Chief Campus Counsel will act as lead attorney for the campus and is responsible for providing legal services to the campus administration on all legal matters affecting the management and operation of the institution by:

- demonstrating competence in substantive areas of the law affecting US higher education and the campus;
- substantively representing clients' legal interests;
- conducting thorough, relevant research of assistance to clients;
- providing sound legal advice and counsel on a broad variety of issues;
- preparing legal writing that is clear, persuasive and supported by sound legal authority;
- completing clients' legal work in a timely manner;
- maintaining good relationships with campus stakeholders and communicating effectively with clients;
- adhering to the highest professional and ethical standards;
- exhibiting an ongoing commitment to professional development and service;
- keeping clients updated on changes to the law and to federal and state regulations affecting UB's and SUNY's legal interests; and
- Proactively identifying institutional risks and identifying ways to mitigate such risks.

The Chief Campus Counsel handles a wide range of issues pertaining to the operation of a large public research university and issues unique to higher education institutions, including, but not limited to: SUNY governance (Board of Trustees and UB Council), human resources, labor relations, health policy and regulations, discrimination, contracts, student affiliation and internship agreements, student discipline, student complaints, internal investigations, compliance, policy development and implementation, legislation, research, export control, audit, FERPA, FOIL, SFFA, NYS open meetings, real property, and litigation (interfacing and supporting the NYS attorney general or retained counsel).

SUNY OGC Duties

The position reports directly to the SUNY OGC. In addition, the Chief Campus Counsel will interface with other members within the SUNY OGC to coordinate the delivery of consistent legal services, including the participation in SUNY OGC staff meetings and trainings. The Chief Campus Counsel also works directly with legal counsel for affiliated organizations within the SUNY and University at Buffalo governance structure, including the SUNY Research Foundation, the Faculty-Student Association (an auxiliary services corporation), the UB Foundation, Alumni Association, health sciences practice plans, and other affiliates. The Chief Campus Counsel will directly handle or delegate to direct reports all

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other duties assigned by the SUNY general counsel or that arise in the context of campus operations.

UB Overview

Impactful research, scholarly distinction, transformative student experiences and far-reaching service to local, state, national and international communities define UB's mission and core strengths as a premier research-intensive public university. As a SUNY flagship university, UB is the largest, most comprehensive public research university in the SUNY system and is an internationally renowned center for academic excellence. In 1989, UB was the first public university in the Northeast to be admitted into the Association of American Universities (AAU), joining North America's other leading research universities.

At UB, we enroll nearly 32,000 students, and we offer more than 450 degree programs at the baccalaureate, master's, professional and doctoral levels across our 12 decanal units. We provide some of the nation's strongest graduate and professional degree programs, including top-tier, highly ranked programs. In the most recent graduate school rankings among public institutions, UB's School of Engineering and Applied Sciences is ranked 30th, the School of Public Health and Health Professions is ranked 29th, the School of Pharmacy and Pharmaceutical Sciences is ranked 18th, and the School of Social Work is ranked 13th. UB's School of Nursing undergraduate program is ranked 23rd among public universities, and the School of Dental Medicine is ranked 7th in the nation and 11th in the world.

UB is a global community of scholars, consistently ranking among the nation's top 30 universities for international enrollment. Our university has a strong global presence, maintaining affiliation agreements with more than 90 universities in Asia, Europe, Latin America and Africa. UB's approximately 293,000 alumni live in 150 nations worldwide, including more than 155,000 alumni in New York State.

Our distinguished faculty includes approximately 1,600 full-time members and more than 1,000 part-time members. UB employs 4,874 full and part-time staff as well.

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The State University of New York

The State University of New York is the nation's largest and most comprehensive state university system, consisting of 64 campuses including major research universities, health science centers, comprehensive and technical colleges and community colleges, all committed to providing a broad range of outstanding academic programs for students within New York and around the world. It enrolls more than 367,000 students annually, employs more than 83,000 faculty and staff and connects nearly three million alumni around the world.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our [benefits website](#) to learn about our benefit packages.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

This position requires strong critical thinking and strategic skills; excellent legal analysis and reasoning skills; proactive approach to problem solving; ability to be a team player; excellent attention to detail; impeccable oral and written communication skills, including negotiation skills; strong organizational skills; ability to handle multiple priorities in a fluid environment; and the ability to identify, frame, and solve complex legal issues as well as convey advice clearly and effectively. The Chief Campus Counsel must be able to take initiative and exercise independent judgment. Position also requires strong interpersonal skills and a diplomatic, personable, responsive and practical approach to internal clients and outside third parties.

Additional qualifications include:

- J.D. degree from an ABA accredited law school
- Admission in good standing to the New York State Bar (or eligibility for immediate admission)
- Litigation experience
- Managerial experience

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Preferred Qualifications

- Higher education experience, including with an academic medical center

Contact Information

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

Contact