



Connecticut State  
Colleges & Universities

## **JOB OPPORTUNITY**

### **ASSISTANT COUNSEL**

Open To: The Public  
Location: 61 Woodland Street, Hartford, CT  
Hours: Full-Time, 40 hours/week  
Salary: Commensurate with experience

**Closing Date: May 7, 2019**

Reporting to the Counsel of the Connecticut State College and University System (CSCU), the Assistant Counsel provides legal support and guidance on a full range of higher education issues impacting the seventeen campuses within the jurisdiction of the CSCU System. This position provides legal support to address campus needs which often means managing discrimination complaints from both students and employees, providing interpretations of statutes, regulations and policies, addressing legal questions as they arise and providing training to assure legal compliance and coordinating the Civil Rights Law Compliance, the assessment of the registered sex offenders for the 12 Community Colleges and may serve as System Representative to certain Councils.

#### **Essential Duties:**

- Conducts legal research on complex issues relating to CSCU and the institutions within it.
- Supplies legal guidance in the form of written memoranda and oral presentations.
- Provides legal advice to academic and administrative leaders of CSCU on a variety of substantive issues.
- Represents senior administrative, executives and managers in administrative hearings; serves as contact person for litigation matters and Attorney General designee for CHRO; responds to CHRO complaints.
- Develops training materials and other resources as needed, coordinates training for institutions on legal issues with a particular focus on Freedom of Information, copyright, intellectual property, and information technology.
- Drafts and participates in the administrative review of contracts, leases, licenses, royalty agreements and other documents through which CSCU transacts its legal business.
- Monitors and assists with matters in litigation as necessary.
- Supports and provides legal advice to Academic and Student Affairs Staff; manages and responds to complaints from parents and students.
- Keeps abreast of issues and developments in legal specialty areas by reading journals, attending professional conferences, and conferring with colleagues nationwide.
- Supports legislative liaison and reviews drafts of proposed legislation.
- Drafts and vets policy for review and adoption.
- Conducts investigations as required.

- Receives, reviews and responds to Freedom of Information requests.

**Minimum Qualifications:**

Licensed, practicing attorney.

Considerable knowledge and ability to interpret relevant state and federal laws, statutes, and regulations; considerable knowledge of legal practices and procedures in federal courts and state venues, and legislative processes at the state and federal level; considerable knowledge of management principles and techniques; strong interpersonal, oral and written communication skills.

Three (3) years of experience is required of which one (1) year of experience must be related to public service, education or employment.

Must be able to drive and be willing to travel throughout the state of Connecticut.

**Personal Attributes:**

Ability to analyze the risk presented in a wide variety of situations, and to advise internal clients on acceptable levels of risk and risk mitigation strategies. The position requires consistent exercise of sound judgment, often under time pressure and without complete information. Possess strong organizational skills; demonstrated ability to work independently; ability to learn quickly, to assess a situation accurately and render timely, practical advice. Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff at remote locations is essential.

**Preferred Qualifications:**

Licensed to practice law in Connecticut.

Five (5) years of experience is preferred of which three (3) years of experience must be related to public service, education or employment.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position by providing appropriate references.

**Application Instructions:**

Applications must be submitted electronically to [jobs@ct.edu](mailto:jobs@ct.edu) and must be received **no later than May 7, 2019**. Please reference "Search #19-03" on the subject line of all emails. Please submit the following two (2) attachments with your email:

- (1) CSCU Employment Application (available at <http://www.ct.edu/files/pdfs/Employment-Application.pdf>) AND;
- (2) Cover letter, resume, and contact information for three professional references in a single MS-Word or PDF file.

Incomplete or late application packages received after the deadline may be discarded.

Refer to [www.ct.edu](http://www.ct.edu) for more information about the CSCU System Office and our 17 institutions.

**Notice of Nondiscrimination**

The CSCU System does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information

or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity & Inclusion, 61 Woodland Street, Hartford, CT 06105, 860-723-0727, or by email at LGlende@commnet.edu.

*The CSCU System is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.*