

## Chief Legal Officer

## Position Details

## Position Information

<b>Title of Position</b>	Chief Legal Officer
<b>Requisition Number</b>	BES20190023P
<b>Department Posting Name</b>	Office of Legal Affairs
<b>Location</b>	Main Campus
<b>Recruitment Type</b>	External
<b>Position Type</b>	This is an Administrative & Professional (A&P), benefits eligible, position.
<b>Grant Funded?</b>	No
<b>Hours per week</b>	40
<b>If employee will be working a schedule other than Monday - Friday, 8:00am - 5:00pm, specify hours and days to be worked</b>	
<b>If Temporary, Ending Date</b>	
<b>Recruiting Rate</b>	Commensurate with Experience
<b>Beginning Salary Flexibility</b>	Yes
<b>Pay Basis</b>	Salary
<b>Required Education</b>	JD
<b>Do you want to allow additional experience to substitute for required education?</b>	No
<b>Preferred Education</b>	
<b>Field of Study</b>	Doctor of Jurisprudence and graduation from a law school accredited with the Association of American Law Schools
<b>MS Office Experience Required</b>	
<b>Will this position require driving a UT or personally owned vehicle?</b>	No
<b>Other Computer and Software Skills Required</b>	
<b>Experience and Other Skills Required</b>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Doctor of Jurisprudence and graduation from a law school accredited by the Association of American Law Schools; Admission to the Texas Bar or, for out-of-state applicants licensed in another jurisdiction, Admission Without Examination to Texas Bar within one year of hire.</li> <li>• Ten years' experience as a practicing attorney in a sophisticated environment such as a large law firm, government agency, university, or non-profit or business corporation.</li> <li>• Five years' leadership experience managing the work of attorneys and other professionals and/or in the representation of large, complex and highly decentralized organizational clients with multiple stakeholder groups.</li> </ul>
<b>Do you want to allow additional education to substitute for required experience?</b>	No
<b>Other Skills Preferred</b>	<p>-Experience in, or understanding of, the public sector and/or higher education environment.</p> <p>-Familiarity with the University of Texas System, or comparable higher education system organization.</p>
<b>Description of Job Duties</b>	UTSA's Chief Legal Officer is responsible for the management and oversight of UTSA's broad and complex legal responsibilities, including, but not limited to, business transactions; federal, state and local regulatory matters; research compliance; athletics; employment law; litigation; intellectual property law; campus safety and security; privacy; open records under the Texas Public Information Act; and student affairs. The Chief Legal Officer is also responsible for positioning the Office of Legal Affairs to be a

	<p>strategic contributor to the University and its overriding mission through ongoing collaboration with University leadership, regular engagement with University staff, training, education, and timely policy guidance.</p> <p>Job Duties:</p> <ol style="list-style-type: none"> <li>1. Provides legal counsel and representation to the University (including the President, senior leadership, faculty, and staff, in their official capacities) on the full range of UTSA legal concerns. Ensures appropriate coordination of legal counsel and services with the UT System Office of General Counsel. Direct responsibilities include: <ol style="list-style-type: none"> <li>a. Research and prepare all responses to complaints and/or lawsuits filed with state or federal agencies against the University, in coordination with the System Office of General Counsel and the Attorney General's Office, as appropriate.</li> <li>b. Assist UT System attorneys and litigation counsel with all litigation involving UTSA, including assistance with discovery, witness preparation, and all other pre-trial, trial and appeal proceedings.</li> <li>c. Assist the President in responses concerning appeals, grievances, or other litigation matters filed with the President.</li> </ol> </li> <li>2. Serves as the primary point of contact on all University legal issues.</li> <li>3. Serves as the primary point of legal contact and coordination between the University and local, state, and federal regulatory and law enforcement agencies, in full coordination with UT System attorneys.</li> <li>4. Directs and oversees UTSA's Office of Legal Affairs, through management of attorneys and support staff. Ensures the team's work is efficient, goal directed, and in support of the University's mission. Determines priorities, and assigns and manages efficient coverage of the University's legal portfolio.</li> <li>5. Serves as the primary liaison between the University and external counsel on legal matters. In coordination with UT System, develops contracts for legal services and retains and manages outside counsel on behalf of the University.</li> <li>6. Proactively works with University leadership to ensure campus activities and practices are in compliance with federal and state laws and with University and System policies. Develops and maintains a robust framework of internal controls for evaluation and protection of the University's legal interests and reduction of legal risks. <ol style="list-style-type: none"> <li>a. Provides leadership and ongoing communication/training on legal and risk management topics relevant to the University community, and regularly consults with University management to promote institutional compliance with law and policy.</li> <li>b. Provides ongoing education and oversight to University staff on strategies for the reduction of risks of litigation and liability</li> </ol> </li> <li>7. Maintains leading edge expertise on current and emerging higher education legal issues and challenges. Cultivates valuable professional contacts with UT System and component peers, as well as with key higher education general counsel organizations.</li> <li>8. Provides oversight to the administration of open records and records retention policies and practices in compliance with the Texas Local Government Records Act and Texas Public Information Act.</li> </ol>
<b>Posting Open Date</b>	01/15/2019
<b>Posting Close Date at midnight on</b>	02/21/2019
<b>Open Until Filled</b>	No
<b>Special Notes To Applicants</b>	<p>-UTSA is a tobacco-free campus.</p> <p>-UTSA is an Equal Employment Opportunity/Affirmative Action Employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.</p> <p>-This is a security sensitive position. Employment is contingent upon a successful background check.</p> <p>-Applicants who are selected for interviews must be able to show proof that they are eligible and qualified to work in the United States by time of hire.</p> <p>-At the discretion of the hiring department, this position posting may be closed once a sufficient number of qualified applications has been received.</p>

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* 10420-Do you have a Doctor of Jurisprudence degree from a law school accredited by the Association of American Law Schools?
  - Yes
  - No
2. \* 10420-Do you have at least ten years' (paid full-time equivalent) experience as a practicing attorney in a sophisticated environment such as a large law firm, government agency, university, or non-profit or business corporation?
  - Yes
  - No
3. \* 10420-Do you have at least five years' (paid, full-time equivalent) leadership experience managing the work of attorneys and other professionals and/or in the representation of large, complex and highly decentralized organizational clients with multiple stakeholder groups?
  - Yes
  - No
4. \* Please list the positions where you obtained the required (full-time equivalent) experience and the length of service in each job. \*\*These jobs MUST be listed with more detail in the "Work Experience" section of your application. Failure to do so may disqualify your application.\*\*  
(Open Ended Question)
5. \* 10420-Have you been admitted to the Texas Bar, or are you out-of-state and licensed in another jurisdiction with the ability for Admission Without Examination to Texas Bar within one year of hire?
  - Yes, currently admitted to Texas Bar
  - Yes, licensed in another jurisdiction;ability for admission within one year of hire
  - No
6. \* 10420 Do you have experience in, or understanding of, the public sector and/or higher education environment?
  - Yes
  - No
7. \* How did you hear about this employment opportunity?
  - Advertisement/External Publication (Please Specify in follow up question below)
  - Friend/Personal Referral
  - Internal Employee
  - Job Board/Website (Please Specify in follow up question below)
  - HigherEd Jobs
  - LinkedIn
  - Facebook

- Indeed
  - Social Media-Other (Please Specify in follow up question below)
  - Other (Please Specify in follow up question below)
8. \* If you responded other to the previous question, please specify.  
(Open Ended Question)
9. \* Please acknowledge your understanding that if you are offered a position at UTSA, you must come to the Human Resources Office, (4th floor North Paseo Bldg) on your first day of employment with the appropriate documentation (<http://www.uscis.gov/sites/default/files/files/form/i-9.pdf#9>) of your identity and ability to legally work in the United States.
- Yes, I acknowledge

## Documents Needed to Apply

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### Required Documents

1. Resume/CV
2. Cover Letter

### Optional Documents