Assistant University Counsel- Transactional

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Type: Full-Time
Posted: 53 days ago
Category: Legal Affairs

Job Description:

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For consideration, please contact our search partner, Ken McGovern, President of KMR Executive Search LLC, at kmcgovern@kmrsearch.com or (860) 404-2526.

The University seeks highly qualified candidates for the role of Assistant University Counsel.

Reporting to the University Counsel, the Assistant University Counsel - Transactional will provide legal counsel regarding the University's transactional portfolio, particularly with respect to contracts, real estate, data privacy, research, intellectual property, and regulatory compliance (state and federal). Operating in a fast-paced, high volume environment, the Assistant University Counsel - Transactional will act as trusted legal advisor and strategic partner on a broad range of transactional matters including without limitation: affiliation agreements, software contracts, vendor contracts, releases/waivers, research contracts, grants, leases, real estate purchases, regulatory compliance (particularly with respect to data protection and research), tax, trademarks, and intellectual property.

As this role will have significant leadership and administrative interaction across the University, this attorney must be uniquely qualified both with respect to transactional experience, as well as interpersonal skills, professionalism, workplace culture, managing client expectations, and operating efficiently in a high-volume environment with limited contractual infrastructure. This attorney must communicate legal advice clearly and effectively to internal clients, as well as negotiate effectively with external parties.

DUTIES AND RESPONSIBILITIES

Essential functions include the following:

- Serves as the lead institutional contract attorney responsible for implementation of effective and efficient contract systems (manual and/or software), policies, processes, and training.
- Prepares, reviews, negotiates, and provides practical legal guidance on all institutional contracts, with particular emphasis on affiliation, software, third-party vendor, research, and international agreements.
- Manages the University's real estate legal portfolio and serves as the lead institutional attorney responsible for real estate purchases, leases, and related acquisitions.
- Oversees the University's trademark portfolio.
- Provides transactional advice and counsel (which must be precise, practical, and tailored to unique client needs) to various University departments and stakeholders. Identifies and mitigates legal risks through implementing strategy to strengthen contract terms, enhance institutional compliance, mitigate institutional risk, and support the University's goals, mission, and strategic direction.
- Drafts, reviews, updates, and interprets University policies and procedures, particularly those related to contracts, data privacy, and research.

- Serves as the Office subject matter expert on legal AI trends, tools, and opportunities, as well as those related to tech transfer.
- Conducts legal research as necessary to provide practical and strategic guidance.
- Supports the strategic priorities of the Office of the University Counsel and/or performs other legal duties as assigned.

EDUCATION, EXPERIENCE, AND LICENSURE

Member of the State Bar of Connecticut in good standing or will obtain a Connecticut license through reciprocity within 12 months of hire date. Juris Doctor from an ABA-accredited law school.

Minimum of five (5) years' experience as a practicing transactional attorney with at least two (2) years in higher education practice. Preference for prior substantive in-house experience in a higher education institution, including experience with the culture and operational and organizational environment of higher education.

SKILLS

The following (non-exhaustive) skills are critical to this function; this attorney must perform the essential functions of this role with impeccable attention to the non-exhaustive skills summarized below:

- Excellent understanding of professional ethics and confidentiality, with the ability to handle sensitive issues and communications with accuracy and discretion.
- Demonstrated ability to express ideas, opinions, and legal concepts clearly, effectively, and accurately both orally and in writing to non-lawyers.
- Strong interpersonal skills to effectively interact and maintain productive, cooperative, and supportive relationships with a variety of constituents, including institutional leadership.
- Ability to manage multiple projects simultaneously, maintain organized records, and ensure timely completion of assigned work.
- Excellent problem-solving skills and creativity, including the ability to work proactively, pragmatically, independently, and collaboratively. A commitment to understanding and responding to the needs of internal stakeholders while upholding legal principles.

COMPENSATION

A competitive compensation package including base salary along with a full benefits package will be offered.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Duties may be changed and/or be added at any time.

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Category:

President - Admin
Performs such other duties, responsibilities, and activities as required by supervisor and as departmental/University needs indicate.

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All offers of employment are contingent upon a satisfactory background check.

Fairfield University provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Load a resume or CV first, then upload supporting documents including a cover letter at the bottom of the third page under the "My Experience" section where it says to upload a *Resume/CV*. You will be able to upload up to 5 other documents in this section. You will be unable to edit your application, so please have all documents available before applying. Faculty Positions: If you need to upload more than 5 documents, please either combine them to upload or email the additional documents

to the applicable contact in the job description. Staff positions: If you need to upload more than 5 documents, please either combine them to upload or email them to hr@fairfield.edu

Women, minorities, and persons with disabilities are encouraged to apply. Fairfield University is an Affirmative Action/Equal Opportunity Employer.

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