

## **Assistant Vice Chancellor for Legal Affairs**

**Job ID:** 292548

**Location:** USO-TW Building ATL

**Full/Part Time:** Full-Time

**Regular/Temporary:** Regular

### **About Us**

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The University System of Georgia (USG) is comprised of 26 higher education institutions as well as the University System Office (USO). Within the USO, our administrative operations are primarily housed in the Trinity Washington Building located in downtown Atlanta. Our Information Technology Services (ITS) division is located in Athens. The University System of Georgia Shared Services Center (SSC) is located in Sandersville. The Georgia Public Library System is located in Atlanta. The Georgia Archives is located in Morrow. The State of Georgia Records Center is located in Austell.

### **Department Information**

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This position will reside in the USG's Office of Legal Affairs at the University System Office (USO) on Capitol Hill in downtown Atlanta. The USO supports the USG's 26 public colleges and universities. Common legal issues handled by USG's Office of Legal Affairs include student matters, employment matters (including faculty and staff), contracts, real estate transactions, constitutional issues, legislation, Board governance, litigation support, regulatory compliance and open government. The assistant vice chancellor position will work as part of a collaborative team of attorneys and support staff to provide legal advice to administrators at the USO and at the USG's colleges and universities.

### **Job Summary**

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The USG is accepting applications for an assistant vice chancellor for Legal Affairs. This position will focus primarily on various matters related to student affairs, freedom of speech, Board of Regents policies, and legislation as well assisting with coordinating litigation with the Attorney General's Office. This position will also supervise one other attorney whose work focuses primarily on issues related to the Georgia Open Records Act. At least 10 years of experience practicing law with experience in higher education and/or government is preferred but not required.

### **Responsibilities**

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- Provides advice and guidance to University System leadership and institutions regarding various student affairs-related issues including, but not limited to, freedom of speech and Title IX.
- Supervises one other attorney who primarily focuses on issues related to the Georgia Open Records Act and serves as the University System Office's Open Records Officer
- Reviews and analyzes proposed state legislation and provides related advice to University System leadership

- Assists with coordinating litigation with the Georgia Attorney General's Office
- Identifies and prioritizes the response to various areas of legal risk and establishes a clearly understood framework for legal policies
- Confers with system employees on matter involving legal interpretations and decisions related to institutional activities, policy questions and operating problems
- Conducts research on state and federal legislation and administrative and court decisions; investigates legal problems and makes recommendations
- Drafts, reviews and approves policies and procedures, bylaws and other documents within legal specialty areas.
- Educates system employees on relevant state and federal laws, policies, procedures and regulations
- Provides legal counsel and support to system departments and divisions
- Assists secretary to the board with board duties
- Performs related duties as assigned

#### **Required Qualifications**

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- J.D. from an ABA-accredited law school
- Current member of the State Bar of Georgia, or another state's bar and able to become licensed in the State of Georgia within one year after date of hire
- A minimum of 10 years of experience actively practicing law, with at least five years in a leadership position, ideally in higher education

#### **Preferred Qualifications**

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- More than 10 years of experience actively practicing law

#### **Knowledge, Skills, & Abilities**

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- Ability to work with many varying constituents, including but not limited to the Board of Regents, the chancellor, the chancellor's senior staff, presidents of institutions within the University System of Georgia and their administrators
- Knowledge of board-level governance and functions
- Knowledge of federal and state laws, rules and regulations impacting higher education
- Knowledge of state ethics and government transparency laws and regulations
- Skill in written communication with executive and subject matter expert audiences
- Skill in collaborating with multiple constituents

- Skill in decision-making and problem-solving
- Skill in interpersonal relations and in dealing with the public
- Skills in oral and written communication
- Ability to conduct investigations and articulate findings and results of investigations
- Ability to respond diplomatically to sensitive and critical issues
- Ability to effectively multi-task

### **USG Core Values**

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The University System of Georgia is comprised of our 26 institutions of higher education and learning as well as the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability, and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating and upholding these standards. More details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found on-line at [https://www.usg.edu/policymanual/section8/C224/#p8.2.18\\_personnel\\_conduct](https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct).

Additionally, USG supports Freedom of Expression as stated in Board Policy 6.5 Freedom of Expression and Academic Freedom found on-line at <https://www.usg.edu/policymanual/section6/C2653>.

### **Conditions of Employment**

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Offers of employment are subject to federal and state laws, as well as the statutes, rules, and regulations of this institution, and the Bylaws and Policies of the Board of Regents (BOR) of the University System of Georgia (USG). These Bylaws and Policies are available for inspection upon request.

### **Equal Employment Opportunity**

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The University System Office is an equal employment, equal access, and equal opportunity employer. It is the policy of the University System Office to recruit, hire, train, and promote persons without regard to race, color, national or ethnic origin, age, disability, gender, religion, sexual orientation, gender identity or veteran status as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503, and 504, ADEA, ADA, E.O. 11246, and Rev. Proc. 75-50).

For questions or more detailed information regarding this policy please contact the University System Office Human Resources at 404.962.3242. Individuals requiring disability related accommodations for participation in any event or to obtain print materials in an alternative format, please contact Human Resources.

**Background Check**

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Offers of employment are subject to a background investigation, including criminal records history, to determine eligibility for employment. Additionally, credentials and employment history stated in your application materials are also subject to verification.

For certain positions, a satisfactory credit check, MVR, or other relevant investigations may also be conducted. The University System Office holds the sole discretion in assessing eligibility for employment.