

UNIVERSITY OF DALLAS

General Counsel and Board Secretary
Office of the President

Job Number: 0000UD
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WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

General Counsel and Board Secretary is the chief legal officer and board professional for the University.

PRIMARY RESPONSIBILITIES

- Provides legal counsel and guidance to the University's President, Board of Trustees and Senior Leadership Team on matters pertaining to the University's activities and operations.
- Serves as Secretary to the Board of Trustees
- Provides confidential administrative and legal support and counsel to the President and the Board of Trustees.
- Assures that legal services advance the University's mission; shares best practices and recommendations for how to execute legal services with an eye to institutional risk and ongoing support for academic initiatives and programs.
- Reviews, consults on, and drafting, as necessary, contracts and other legal documents and responds to issues raised within contractual relationships.
- Represents or oversees the representation of the University in judicial and administrative proceedings.
- Keeps abreast of compliance/regulatory related changes and provides executive and managerial education on legal issues in higher education for University constituents as it relates to their work.
- Determines when external resources will be necessary and retains resources for legal assistance.
- Supervises and manages work performed by outside legal counsel.
- Maintains professional growth and development through seminars, professional affiliations and other means to keep abreast of developments in legal matters affecting the University.
- Drafts and reviews policies as necessary to ensure compliance with external or internal laws and procedures.

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- Drafts, reviews and negotiates legal documents such as contracts, purchase, sales, vendor or services agreements, settlement agreements, sponsored research agreements, and construction contracts and leases as required.
- Reviews, organizes, and recommends appropriate revisions of university policies.

MINIMUM REQUIREMENTS

- Law degree from an accredited law school and license to practice law in Texas or ability to obtain licensure within one year.
- Preferred 7 years, minimum of 5 years, in the major areas of law and issues affecting institutions of higher education.
- Experience must demonstrate progressive responsibilities, significant interaction with senior leadership teams and interaction with Board of Trustees and various constituencies.
- A solid understanding of matters related to higher education including, employment, ADA, VAWA, FERPA, Title IX and Clery is a clear advantage.
- Some experience in private, faith-based higher education is a plus.

ADDITIONAL INFORMATION

Travel and irregular hours such as nights and weekends will be required in support of university issues.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.