

Georgia College
& State University

General Counsel

Georgia College is seeking a dynamic leader to serve as our next Chief Legal Affairs Officer for the university.

About Georgia College:

Georgia College is the state's designated public liberal arts university — where practical education meets life-altering, real-world experiences. For us, a liberal arts education goes beyond simply memorizing facts and philosophies. A liberal arts curriculum teaches students how to navigate the complexities of life, assess the world around them and become critical thinkers. Our skills-infused approach provides our students with an advantage that employers are looking for and expands the personal and professional lives of our graduates.

The university offers undergraduate and graduate education, and serves more than 7,000 students in the following colleges: the College of Arts and Sciences, the J. Whitney Bunting College of Business, the John H. Lounsbury College of Education, the College of Health Sciences, and the newly-established John E. Sallstrom Honors College. With its sprawling idyllic campus paired with talented faculty and staff, Georgia College stands at the forefront of offering a holistic liberal arts education. Our students are engaged citizens who are encouraged to think independently and lead creatively as they acquire the skills to navigate life-long challenges.

Georgia College is one of 26 institutions in the University System of Georgia, and we consistently rank among the top three universities in terms of student retention and graduation rates. Georgia College also ranks 21st on U.S. News & World Report's Best Regional Universities – South, and is recognized as a top university in the nation by the Princeton Review, Forbes Higher Education, and Kiplinger's.

Georgia College is located in Milledgeville, a charming, traditional southern town less than a two-hour drive from Atlanta.

Reporting to the President, the General Counsel is responsible for providing counsel and support to the university on a broad spectrum of legal issues to help fulfill the university's mission and meet all legal and compliance obligations. The position is responsible for providing professional in-house legal advice and assistance on a wide variety of issues to university officials and overseeing internal university investigations. The selected individual will serve as legal representative on university committees, oversee university Title IX and compliance areas, and evaluate and develop university policies, procedures, and processes related to legal and/or compliance matters.

The ideal candidate should possess the following:

- J.D. or equivalent from an accredited law school
- At least five or more years of related work experience as an attorney
- The ability to work well in a diverse environment
- Knowledge of legal principals, practices, and proceedings, as well as knowledge of state and federal laws, regulations, and rules and agency administrative rules and regulations
- Experience preparing policies and procedures, conducting research, interpreting and applying laws, and summarizing findings
- The ability to negotiate, draft, and edit complex contracts and to assist various departments and administrators in contract drafting and negotiations
- Managerial skills including the ability to direct, supervise, coordinate, and review the activities of subordinate legal and support staff, as well as to establish and implement office policies, procedures, and guidelines
- The ability to engage with outside counsel on an as-needed basis
- Experience working on a team with administrative leadership as well as working independently, exercising judgement and professional discretion in the identification, management, and resolution of campus legal or risk issues.
- Strong organizational skills with the ability to establish plans, manage a large and varied workload of assignments with conflicting priorities, follow up, and complete work by prescribed deadlines
- The ability to identify problems and review related information to develop and evaluate options and implement solutions, utilizing logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems and in reconciling differences
- Work experience within the higher education environment is preferred, but not required.

For more information about the position, please visit:

www.gcsujobs.com/postings/8541