



Associate General Counsel

The Associate General Counsel assists the Senior Vice President and General Counsel with providing legal counsel to the Arizona Board of Regents, its individual members, the Board Chair, the Board's Executive Director, the universities and board office staff. This position reports to the Senior Vice President and General Counsel.

This position is expected to work collaboratively with university counsel and board staff to enable the board to carry out its policymaking and oversight responsibilities in compliance with state and federal laws. The Associate General Counsel reviews board and committee agendas and supportive materials to assess legal implications and to ensure compliance with board policy framework, open meeting law, public records law, and other applicable laws. The position drafts and reviews legal and policy documents, memoranda and contracts; assists with oversight responsibilities for litigation and claims; advises the Board's Executive Director and board staff on employment matters; advises board staff regarding procurement matters; conducts legal research and analyzes legal and policy implications of new and proposed legislation.

Minimum qualifications include J.D. or L.L.B. degree from an ABA accredited law school and eligibility to practice law in Arizona. A minimum of 8 years of experience as a practicing attorney or any equivalent combination of experience and/or education from which comparable knowledge, skill, and abilities have been achieved is required.

The successful candidate will demonstrate the capacity to provide legal guidance in a broad array of higher education content areas and must be able to demonstrate excellent written and verbal communication skills. Demonstrated experience in higher education law, administrative law, and public records and open meetings law is strongly preferred. Demonstrated experience advising boards and public bodies and experience in legal issues related to human resources or real property law is desired.

Applicants should send cover letter, resume and the names and telephone numbers of three professional references who are able to speak to the qualifications listed above to: hr@azregents.edu or Arizona Board of Regents • 2020 North Central Avenue, Suite 230 • Phoenix, Arizona 85004. The review of applicants will begin on July 15, 2019.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.