



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, board committees, board staff and the universities. This position reports to and works under the supervision of the Senior Vice President and General Counsel.

The Associate General Counsel is expected to work collaboratively with university legal counsel and board staff to enable the board to carry out its policymaking and oversight responsibilities in compliance with state and federal laws.

This position will assist the Senior Vice President and General Counsel in providing legal advice on higher education legal and policy issues. This position will review board and committee agendas and support materials to assess legal implications and to ensure compliance with board policy framework, open meeting and public records law, and other applicable state and federal laws. This position will draft and review policies, contracts, and other legal documents; conduct legal research; provide legal training to the board and board staff; assist with oversight responsibilities for litigation and claims; advise on employment, procurement, and/or real property matters; and analyze legal and policy implications of new and proposed legislation.

Minimum qualifications include J.D. degree from an ABA accredited law school and a minimum of 5 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. Applicant must be eligible to practice law in Arizona.

The successful candidate will demonstrate the capacity to provide legal guidance in a broad array of higher education content areas and must have excellent written and verbal communication skills. Experience in higher education law, administrative law, and public records and open meetings law is strongly preferred. Experience in legal issues related to human resources, real property, and/or procurement 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 • 2700 North Central Avenue, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin on September 20, 2021.

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