

STAFF ATTORNEY*

Function of Job:

Under general supervision of the general counsel, assist in the handling of all legal matters and provide legal advice, counsel, and representation to the University System of New Hampshire Board of Trustees, the System Offices, and component institutions on the full range of legal issues.

Characteristic Duties and Responsibilities:

1. In response to inquiries from USNH institutions and legal developments, provide advice concerning the proper interpretation and application of regulations, statutes, constitutional provisions, case law, and/or assessments of risks involved in proposed courses of action.
2. Develop, execute, and implement legal agreements, such as leases, contracts, bonds, policies, and instruments of legal transaction.
3. Negotiate agreements, review agreements negotiated by others and approve such documents as necessary.
4. Develop and promulgate institutional policies.
5. Manage electronic information and records, including establishing and implementing related business processes and policies.
6. Provide legal representation before administrative agencies and courts.
7. Oversee work done by external counsel as required.
8. Perform legal research and writing, including briefs, court memoranda, case documents.
9. Develop and present training on legal issues as assigned.
10. Act in behalf of chief System general counsel as needed.
11. Participate in institutional professional development and training.
12. Hire, train, supervise, and evaluate staff as assigned.
13. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. *Juris Doctor* or equivalent degree from an American Bar Association accredited law school and five years of relevant legal experience in a large university, similarly complex organization, or high-caliber law firm serving higher education clients.
2. License to practice law in New Hampshire or ability to acquire license.
3. Effective communication skills, both oral and written.
4. Organizational and human relations skills.
5. Technical and computer skills as required by general counsel.
6. Membership in New Hampshire Bar Association.

Additional Desirable Qualifications:

1. Experience in practice of higher education law.

7/26/2010
System Approval

7/26/2010
Effective Date

* Revised - original approved 7/1/2001

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.