

Position Title: General Council

Department: Legal Affairs and School Safety

Reports to: Chief Executive Officer, Deputy Chief Executive Officer and Board of Commissioners

Reporting to this position: Director of School & Student Safety, Deans of Safety & Conduct and Noon Time Aides

Job Summary

The General Counsel serves as the chief legal officer of Commonwealth Education Connections, Inc. , Inc. and a member of the President & Chief Executive Officer's senior management team. The General Counsel represents and directs the representation Commonwealth Education Connections, Inc. , Inc. in all legal matters; serves as legal advisor to the President & Chief Executive Officer, Board of Commissioners, and senior administrators; and serves as a resource on legal matters and issues of institutional procedure and governance. The General Counsel reports to the President & Chief Executive Officer and oversees or handles all legal aspects of transcriptional and regulatory matters related to Commonwealth Education Connections, Inc. , Inc., including directing associate counsels employed by the Commonwealth Education Connections, Inc. , Inc. and outside counsel retained to represent Commonwealth Education Connections, Inc. , Inc.. The General Counsel also supervises certain functional offices assigned by the President & Chief Executive Officer such as Internal Audit with the Chief Finance & Operating Officer and Affirmative Action with Deputy Chief Operating Officer for Talent Development & Human Resources.

- **Nature and Scope of Position**

- Provides advice regarding all legal matters involving outside agencies or complainants.
- Responsible for providing legal representation, advice, counsel, and opinions in all areas of law affecting Commonwealth Education Connections, Inc. , Inc, including corporate, student, and faculty affairs, academic programs, promotion and tenure, athletics, research compliance, trademark licensing, intellectual property, technology transfer, international agreements, regulatory compliance, privacy law, real estate, open records, all aspects of employment law, important legal documents and agreements, and Commonwealth Education Connections, Inc. , Inc policies and procedures.
- Provides legal oversight of issues related to education, risk management, and CEC contracts, agreements, and related matters; provides advice and representation concerning CEC's participation in joint ventures with other schools, healthcare, business entities, non-profits, or governmental organizations in the United States or abroad.
- Brings legal issues and concerns to the attention of senior administration and assists in developing related CEC policies.
- Participates in discussions of CEC strategy and policy as a member of the President & CEO's cabinet.
- Attends Board of Commissioners meetings and serving as Attorney to the Board in legal matters.

- Provides counsel and advice concerning compliance with federal and state statutes and regulations affecting education, including teaching and research services at NEP.
- Acts as a resource on the interpretation of existing or proposed local, state, or federal laws and regulations.
- Provides legal representation, advice, and opinions in monitoring and resolving disputes that may lead to litigation.
- Arranges and supervises outside attorneys who provide legal advice or representation in areas of special expertise or in litigation.
- Maintains a current knowledge of legal issues of importance to the organization through participation in continuing legal education and membership in appropriate bar and professional associations.
- Assists as needed with CEC responses to external requests for information, reporting, complaints, or citations from external governmental or non-governmental organizations.
- Oversees requests for documents under federal and state open records laws and regulations.
- Directs operations in the Legal Affairs and School Safety office, including supervising a team of associate counsel, chief of school and student safety, dean(s) of student safety and noon-time-aides located at multiple campuses.
- Prepare and administer the department budget along with the Chief Finance & Operating Officer.
- Performs other duties as assigned by the President & Chief Executive Officer.

Qualifications:

- Jurist Doctorate degree from a law school approved for accreditation by the American Bar Association, a member in good standing of the Bar of the supreme court of the state in which he or she practices law, and the prompt eligibility for such license and standing in any state.
- A minimum of six years of legal practice experience in a relevant area, having attained a senior position of responsibility in firm, corporation, government agency, or other organization that employs him or her. Five years as general counsel or associate counsel of a large educational, non-profit, for-profit, or governmental organization, or equivalent role as outside counsel, is preferred.
- A minimum of five years of experience in supervising the work of other lawyers.
- Significant experience in legal matters or representation of a corporation, organization or government agency.
- Record of exercising excellent judgment on behalf of clients including large and complex organizations and issues.
- Commitment to the highest ethical and professional standards; personal and professional integrity beyond reproach; unquestioned discretion in maintaining confidentiality.
- Excellent written and oral communications skills in public and private settings with diverse audiences; ability to translate complex legal issues for a lay audience.

- Strong leadership and interpersonal skills, able to collaborate with a diverse population, and ability to relate well with Commissioners, senior administrators, student, faculty, staff, government officials, and external audiences.
- Ready availability at all times in person or electronically to the President & CEO and senior administrators in case of emergency. Possession of a valid motor vehicle driver's license or access to reliable transportation.