



Job: Assistant General Counsel

Date of Issue	March 2025	CBU	Non-Represented
Position No.	00014119	Job Family	09
Department	SCOUN	FLSA	Exempt
Campus	University Services	Wage Grade	07

Primary Purpose of Position

Acting under the supervision of the General Counsel and, where appropriate, with outside retained legal counsel, the position incumbent will provide timely legal advice to University of Maine System (University) campuses and personnel and expanding preventive legal education. In addition to providing advice and guidance, the position incumbent will review and develop contracts, policies, procedures, and legal forms.

Essential Duties

- Provide legal advice, opinions, and counsel to individuals in the University community to facilitate legally compliant decisions and actions that minimize enterprise risk.
- Conduct research, prepare analysis, and offer legal and policy advice to the University.
- Prepare educational materials, training, and reports regarding legal issues in higher education.
- Review, revise, draft, and assist with legal documents, contracts, policies, procedures, practices, actions, or any other matters of legal significance in the management and operation of the University.
- Maintain current knowledge of legal developments in relationship to University administration and higher education.
- Prepare or assist outside legal counsel in preparing or gathering evidence for pleadings, briefs, and other legal memoranda for university litigation and other disputed legal claims.
- Represent the University System in negotiations with outside parties and occasionally in person before courts, administrative hearing bodies, and other tribunals.
- Coordinate and oversee the representation of the University System in court proceedings and before administrative hearing bodies by outside counsel.
- Regular in-office presence to collaborate with colleagues and university leadership, staff, and external partners, as well as to effectively address legal issues in a timely manner and engage in sensitive or strategic discussions that necessitate in-person communication.
- Other duties as assigned.

Nonessential Duties

None.

Supervisory Responsibilities



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May supervise employees, or legal/summer interns (student or temporary) in the General Counsel's office. If so, duties may include mentoring, assigning, monitoring, and checking work; and providing input to the General Counsel for evaluating performance.

Reporting Relationship

Reports to the General Counsel.

Knowledge, Skills, and Abilities

Required:

- Strong legal research, writing, and analytical skills.
- Excellent interpersonal and communication skills with the ability to work effectively with a wide range of University personnel.
- Ability to work independently, prioritize tasks, and manage multiple projects simultaneously.
- Commitment to the mission and values of the University and act in accordance with professional ethical standards.

Functional Requirements:

- Considerable desk work which requires the ability to sit for long periods of time and work at a desk and computer.
- Proficiency in using computers, the internet, and office software, including word processing, spreadsheets, and legal research tools, is essential to support work activities.

Qualifications

Required:

- J.D. or LLB from an accredited law school required. License to practice in Maine or licensure within 1 year.
- At least two years of post-JD legal experience.

Preferred:

- Experience working with a public entity or higher education institution.
- Experience in employment and/or labor law.
- Experience in civil litigation.

Note: University Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.

Signatures

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee: _____

Date: _____



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Immediate Supervisor: _____

Date: _____