Definition of Class
This is a professional position in which the incumbent performs duties in representing the legal interests of the University by providing legal support and guidance to University senior leadership, staff and faculty. Incumbent makes decisions concerning the proper response to legal inquiries from University clients and responds to requests from individuals outside the University related to legal issues. This position reports to the General Counsel & Chief of Staff.

Examples of Work Performed
Provides advice to University departments and offices pertaining to various legal issues and obligations that may affect the University including, but not limited to, compliance with state and federal regulations, risk management strategies, transactional actions, and employment law.

Analyzes legal risks for different courses of action being considered by University personnel.

Collaborates and coordinates with University officials, offices and departments to provide legal education and support.

Reviews contracts and recommends proactive strategies and actions to minimize legal risks and ensure legal compliance.

Participates in the planning and development of long-term projects as assigned; implements, plans and reviews the effectiveness of long-term projects.

Develops and presents training sessions to University personnel on compliance and other legal topics that are relevant to University functions.

Conducts in-depth legal research and composes memos, policies, letters, or other work product to support the Office of the General Counsel.

Responds to requests for public records, subpoenas and other outside requests related to legal matters.

May provide supervision and guidance to personnel in the Office of the General Counsel, including legal secretaries, law fellows, law school interns and graduate students.

Performs similar or related duties as assigned by the General Counsel.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides legal advice to senior leadership, staff and faculty on a broad range of legal issues.

2. Responds to requests from outside the University related to legal matters.
3. Conducts in-depth legal research to support the work of the General Counsel.

4. Prepares written work product in the form of memos, policies, letters, etc., to the General Counsel.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear. The incumbent is occasionally required to stand; walk; and sit.

**Experience/Educational Requirements:**

- **Education:**
  Juris Doctorate Degree from a law school accredited by the American Bar Association, member of the Mississippi Bar Association, or obtain admission into the Mississippi Bar within 6 months of employment.

  **AND**

- **Experience:**
  Four (4) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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*The University of Mississippi is an EOEA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an "at will" employer. This job description does not constitute an employment contract or negate "at will" employment.*