

Job Level	Associate Legal Counsel	Professional Level IV
Oversight Received	<ul style="list-style-type: none"> * Principal Practice Areas: Title IX, Student Affairs, Disabilities and Accommodations, Discrimination, Diversity, First Amendment, HIPAA, Insurance, Privacy, Sexual Harassment, Student Records/FERPA, Risk Management, Campus Safety, Employment Law and General Litigation. * The Associate Legal Counsel should have experience in higher education law, as well as contracting requirements, fiscal rules and general real estate and transactional matters such as IGAs and construction contracts 	<ul style="list-style-type: none"> • Complete autonomy in work approach
Problem Solving	<ul style="list-style-type: none"> * Handles litigation matters and administrative issues such as grievances, discrimination complaints, workers compensation and other personnel matters including state classified personnel issues. * Working knowledge of all state constitutional and statutory laws that affect institutions of higher education in Colorado, the System and specifically CSU. * Title IX compliance and campus safety, disabilities and accommodations, discrimination, diversity, privacy, sexual harassment, student affairs, student records, and international studies/immigration; * Risk management; * Employment law * Board and institutional governance and policies; * Constitutional issues and statutory analysis; * Memoranda of understanding with various state and federal agencies * Colorado Open Records (CORA) requests; and * General litigation for claims against the Board, System and constituent institutions. 	<ul style="list-style-type: none"> • Defines and solves the most complex problems • Has authority to commit the University to a decision or outcome
Interaction/ Communication	<ul style="list-style-type: none"> * Assists with timely responses to requests to Colorado State University under the Colorado Open Records Act. * Assists with providing oversight and guidance to CSU leadership on state, federal and local law compliance and stays current with all judicial decisions affecting institutions of higher education. 	<ul style="list-style-type: none"> • Communicates complex concepts to broad audiences • Viewed as expert by those within and outside occupational discipline
University Impact	<ul style="list-style-type: none"> * The Associate Legal Counsel is located on the CSU campus and helps protect the legal interests of Colorado State University, the Board and the System. The Associate Legal Counsel participates in the general legal work handled by the Office of General Counsel. 	<ul style="list-style-type: none"> • Impact primarily at University-wide level • Influences others through subject-matter expertise
Typical Education	<ul style="list-style-type: none"> * Law degree from an accredited law school and minimum of three (3) years legal experience 	<ul style="list-style-type: none"> • Bachelor's degree or advanced degree