



# ILLINOIS STATE UNIVERSITY

## Assistant/Associate University Counsel Office of General Counsel

### Position Summary

Under the direction of the General Counsel, Assistant/Associate University Counsel provides legal support related to University matters, generally, with particular emphasis on student affairs, enrollment management, academic affairs, and other higher education matters. Illinois State University enrolls 22,000+ students and this position will be responsible for the full range of student affairs, enrollment management, and student academic affairs advising (e.g., student conduct, health and counseling services, housing, ADA/§504, student organizations, University police, graduate assistants, FERPA, admissions, enrollment, financial aid, scholarships, student success, appeals, student teaching, internships.) and may have responsibilities in other practice areas as assigned, some of which may include Title IX, HIPAA, FOIA, OMA, constitutional law, and civil rights in addition to general and transactional work.

### Required Qualifications

1. J.D. from an accredited United States law school.
2. Licensed to practice law in Illinois or the ability to become licensed within one year of employment.
3. At least three years of experience practicing as an attorney.
4. Excellent written and oral communication skills.
5. Demonstrated ability to address and advise diverse groups with confidence.
6. Excellent analytical skills and demonstrated ability to conduct legal research, identify and present solutions, develop effective strategies, and prepare sound legal opinions and other legal documents.
7. Demonstrated ability to prioritize, work on, and advance multiple concurrent, complex projects and issues.
8. Demonstrated ability to use common computer applications (e.g., Microsoft Word, Adobe, Excel).
9. Demonstrated ability to work effectively and cooperatively with professional colleagues and to instill confidence when advising clients.
10. Demonstrated ability to effectively represent the University and Office of General Counsel with internal and external constituents.

### Preferred Qualifications

1. One or more years practicing law at an institution of higher education.
2. Experience advising higher education institutions on a wide variety of student affairs matters (e.g., student conduct, health and counseling services, ADA/§504, enrollment management, housing, University police, student organizations, graduate assistants, FERPA, Title IX).
3. Experience developing solutions for organizational DEI initiatives.
4. Business transactional experience, including contract creation, review, and negotiation.
5. Experience reviewing, monitoring, and advising on legislative and regulatory matters at the federal and/or state levels.

6. An appreciation of the uniqueness of the academic environment and its many different stakeholder populations.

**Application Process:**

Initial review of applications will begin May 8, 2023, and continue until the position is filled. To assure full consideration, an application along with a resume/curriculum vita, reference list, and cover letter must be submitted online at <https://careers.pageuppeople.com/1028/cw/en-us/job/516586/assistantassociate-university-counsel>.

**Illinois State University:**

Illinois State University, founded in 1857, is the oldest public university in Illinois. Illinois State is a co-educational, residential university committed to fostering a small-college atmosphere with large-university opportunities and promoting the highest academic standards in teaching, scholarship, and community service. Serving more than 20,000 students, our six colleges offer 174 undergraduate majors, 97 master’s programs, 17 doctoral degrees, and 40 certificate options. We have repeatedly been named a “Great Place to Work” by the *Chronicle of Higher Education*.

Illinois State University is committed to and accountable for advancing equity, diversity, and inclusion in all of its forms. We embrace individual uniqueness, foster a culture of inclusion that supports both broad and specific diversity initiatives, leverage the educational and institutional benefits of diversity, and engage all individuals to help them thrive. We value inclusion as a core strength and an essential element of our mission.

**Bloomington-Normal Community:**

Illinois State University is in the Central Illinois community of Bloomington and Normal, with a combined population of approximately 132,000, and conveniently located approximately two hours from both Chicago and St. Louis. The community is home to GROWMARK, Illinois Farm Bureau, State Farm Insurance International Headquarters, Rivian Motors, Illinois Wesleyan University, and Heartland Community College. The community has distinguished itself for its outstanding school systems and educational attainment, parks and recreation, health care, job growth, economic opportunity, and low crime. Please visit the Bloomington-Normal Area Convention & Visitors Bureau website at [www.visitbn.org](http://www.visitbn.org) and Bloomington-Normal Advantage as [www.bnadvantage.com](http://www.bnadvantage.com) for more information.

**Illinois State University is an Equal Opportunity/Affirmative Action Employer**