

Assistant General Counsel

The Assistant General Counsel will report directly to the Vice President and General Counsel and will assist the General Counsel in representing the legal interests of the University. The Assistant General Counsel will perform a wide range of legal functions, including reviewing a wide range of contracts, analyzing legal risks, conducting in-depth legal research to support the Office of the General Counsel, responding to requests from outside agencies, assisting the General Counsel in training sessions for University personnel regarding compliance and other relevant topics, and other responsibilities as assigned by the General Counsel.

Job Duties:

- Assist the General Counsel in delivering effective, accurate and efficient legal advice to the University on the interpretation, application, and enforcement of laws and University policies and procedures.
- Assist in the representation of the University in litigation or potential litigation brought by or against the University.
- Prepare and/or review contracts and recommend proactive strategies and actions to minimize legal risks and ensure legal compliance.
- Assist with training the University community on various legal issues.
- Assist with keeping the administration appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the University.
- Other related duties as assigned by the General Counsel.

Qualifications:

- Member of the Virginia State Bar in good standing or admission within 1 year of employment
- Experience in higher education; preferred
- Experience in contract and employment law
- Excellent written and verbal communications skills
- Ability to manage and prioritize a large volume of work

Requirements:

- Juris Doctorate Degree from a law school accredited by the American Bar Association
- At least 4 years of legal experience related to the above described duties

To Apply:

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

***No phone calls*

***Incomplete applications will not be considered*

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.