



Position Description

General Counsel

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter
3. Resume/curriculum vitae
4. Three references
5. Desired salary
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: General Counsel

POSITION'S OPERATING GROUP: Executive Vice President for Advancement and University Operations

OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES:

POSITION'S DEPARTMENT: Office of the General Counsel and Supervisor of Human Resources Department

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: The purpose of the General Counsel is to provide legal advice and consultation to the university, including to: 1) assist the university to proactively identify and ensure the university's compliance with all federal, state, and local laws, regulations and requirements in an effective and efficient manner; 2) review and prepare university policies and procedures, university contracts, agreements, and other legal documents; 3) advise and guide the university Board of Trustees, administration and other governing bodies during possible or active legal issues in order to eliminate, reduce, and/or minimize the university's associated liability; and 4) supervise the Human Resources department, including oversee and direct investigations, as appropriate; and 5) work with the university's outside legal counsel, when needed, to identify and resolve possible or pending litigation in the most effective and efficient manner possible.

POSITION'S DIRECT SUPERVISOR: EVPAUO

DATE POSITION LAST REVIEWED OR ANALYZED: December 2023, revised by the University President and CEO, and Executive Vice President of Advancement and University Operations.

POSITION'S EMPLOYMENT CLASSIFICATIONS: A full-time, staff, salaried/exempt (professional duties exemption), at-will.

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION'S SUMMARY: This job is primarily responsible for effectively and efficiently reducing/minimizing the university's financial costs and loss of reputation associated with the university's compliance with all federal, state, and local laws and regulations, and any associated threat of, or actual litigation involving the university.

POSITION WORKS WITH: Directly with the President, the President's Council, Group Managers, and outside legal counsel retained by the university. Indirectly with all university employees, Board members, and those involved in possible or pending litigation.

POSITION'S STAFF AUTHORITY: HR staff

POSITION'S BUDGET AUTHORITY: Development and administration of the General Counsel and Human Resources department budget.

POSITION'S PHYSICAL WORKING CONDITIONS: 90% office environment, 10% campus environment. Job requires standing, sitting, stooping, filing, keyboarding/typing, researching, speaking, seeing, hearing, walking and other similar motions and activities.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University phone system, University computer system, desk top computer, etc.

POSITION'S WORK SCHEDULE: Work hours are based on a flexible work schedule based on on-going university, group, and department needs.

POSITION'S TRAVEL REQUIREMENTS: Minimal and usually related to off-campus meetings and personal development activities.

POSITION RESPONSIBILITIES AND PERFORMANCE MEASURES

POSITION'S ESSENTIAL RESPONSIBILITIES (80%):

1. **Day-today Advice:** Responsible for proactively providing as needed day-to-day legal guidance, assistance and advice to university administrators, bodies, and supervisory employees and oversee the university's commitment to remain compliant with all applicable legal and regulatory obligations, and to ensure the use of best operating and legal practices in order to reduce the university's risk, costs, and damages to the university's reputation associated with possible litigation and/or legal action. This includes reviewing and preparing policies, contracts and agreements.
2. **Specific Event Assistance:** Responsible for providing timely and accurate legal advice and guidance regarding possible or pending legal issues and litigation related to specific university actions, students or employees.
3. **Review Campus Policies:** Responsible for keeping campus policies updated and in compliance with all related laws and regulations.
4. **Working with Outside Legal Counsel:** Responsible for effectively and efficiently working with the university's outside legal counsel, when needed, to reduce the risks and costs associated with possible or pending litigation or legal actions.

SUPERVISE HR OFFICE (10%):

1. Ensure the staff support the needs of the institution in a timely, effective, ethical, and welcoming manner.
2. Oversee faculty and staff policies for alignment with local, state, and federal laws within the ethos of the university.

POSITION'S OTHER RESPONSIBILITIES (10%):

1. **Perform other appropriate and reasonably required duties as assigned by the position's supervisors.**

POSITION'S PERFORMANCE MEASURES AND REVIEWS:

1. Performance Measures
 1. Specific goal assignments related to timeliness and accuracy of advice, and other similar specific operational outcomes and reporting as outlined in the employee's annual goals.
 2. Supervisor's quarterly and annual performance evaluation.
 3. Peer survey evaluation
2. Performance Reviews
 1. Continuous feedback as needed.
 2. Twice monthly informal performance review with position's supervisor.
 3. Annual performance review.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Juris Doctorate
- PREFERRED:

CERTIFICATIONS/LICENSES:

- MINIMUM REQUIRED: License to practice law in the state of Kansas
- PREFERRED:

WORK EXPERIENCE:

- MINIMUM REQUIRED: Two years of significant work in the legal profession with an emphasis on legal compliance and research.
- PREFERRED: Five years of legal practice specializing in educational and employment law.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA’s:

- MINIMUM REQUIRED
 - Demonstrable alignment with the mission and vision of KWU.
 - Demonstrable professional level oral and written communication skills.
 - Demonstrable proficiency in using Word and Excel.
 - Demonstrable ability to work well with others and in teams.
 - Demonstrable ability to prioritize duties and to execute detailed work.
 - Demonstrable ability to maintain confidentiality.
 - Demonstrable punctuality and reliability in attendance and completion of work.
- PREFERRED

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.