



# USC University of Southern California

## Senior Counsel Job Description

### JOB INFORMATION

<i>Job Code:</i>	125016
<i>Job Title:</i>	Senior Counsel
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May supervise staff, student, temporary or resource workers.
<i>Job Family:</i>	Legal
<i>Job Family Group:</i>	Legal Services
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Serves as an expert attorney in the Office of General Counsel. Advises the university and its health system on complex, high-profile legal matters and strategic initiatives, helping safeguard its interests in various areas (e.g., contractual obligations, risk management). Serves as an expert legal advisor to senior leadership and other attorneys. Conducts litigation and performs complex legal research. Provides subject matter expertise and leads major OGC initiatives and projects. Assists with internal grievances and hearings, as directed.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Juris Doctor (JD)	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		10 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		J.D. from an accredited law school and member of the California State Bar (or eligible to register with the bar as in-house counsel).
X		Ten years' experience practicing law.
X		Expert knowledge of current and emerging higher education issues, and relevant essential rules, policies, laws, and best practices.
X		Familiarity with organizational structures and vernacular used in higher education and healthcare.

## Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated ability to work independently with minimal supervision, deftly handle complex, time-sensitive matters, meet strict deadlines, and accomplish high-profile and sometimes confidential tasks.
X		Advanced judgment, analytical, and decision-making skills.
X		Excellent written and oral communication skills, and an exemplary attention to detail.
X		Ability to present ideas and solutions in non-technical, business-friendly terms and translate complex ethical, legal and compliance concepts.
X		Demonstrated leadership, interpersonal, organizational, and critical thinking skills.
X		Ability to manage diverse, high-performing teams, fostering an environment of trust, collaboration, transparency, and accountability.
	X	Experience with staff/faculty labor law problems, medical staff processes and procedures, and assisting with internal grievances and hearings involving administrative agencies.
	X	Experience recommending outside counsel to obtain legal opinions or handle claims and litigation.

## Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Advises on the most significant, sensitive, and complex legal and strategic matters of the university and its health system. Helps lead and complete major initiatives and projects, leveraging knowledge and extensive subject matter expertise. Works directly and closely with senior leadership, deans and senior administrators as a trusted advisor and attorney-leader. Regularly presents at and leads meetings.				
Establishes trust by exemplifying integrity, diplomacy, strategic awareness and discretion. Maintains the university's long-term mission, strategic goals and unifying values. Prepares or reviews proposed contracts, leases, formal agreements and other legal instruments to safeguard university interests (e.g., risk management, licensing, government contracts).				
Conducts litigation, prosecuting or defending the university against charges. Interviews witnesses, correlates findings and prepares cases. Examines and cross-examines witnesses and summarizes cases to jury. Performs complex legal research and compiles data from various reference sources. Examines legal data to determine advisability of defending or prosecuting lawsuits.				
Assists with internal grievances and hearings involving administrative agencies, as directed. Counsels on staff and faculty labor law problems. Contributes to university policy development. Advises on various aspects of university policy and procedures, and reviews and recommends revisions as necessary.				
Serves as a resource to other attorneys, helping manage and coordinate OGC activities and paralegals. May participate in supervision of outside counsel. Assists with other attorneys' trial preparations as needed. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	efforts, and mobilize other staff members if needed.		and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

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Print Employee Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Manager Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.