

Senior Counsel (Req. 26599)

Under the general direction of the Vice Chancellor, Legal Affairs, and serving on the campus legal team in coordination with the General Counsel of the Regents, provides advice on the wide range of legal questions associated with the administration, management and operation of UCLA, including but not limited to academic affairs, student affairs, business affairs, research and compliance, labor and employment, litigation and risk management, public records, and policies and procedures. Areas of specialization may include, or be related to, complex business contracts, real estate and construction, international business relationships, and research administration and compliance.

Application Instructions

Applicants must submit their qualifications via UCLA's Career Opportunities website at <https://hr.mycareer.ucla.edu> Reference position #26599. AA/EEO

Direct URL Link: <http://ucla.in/2vlgOtT>

The complete listing of qualifications is available on UCLA's official job posting.

Required:

- J.D. Degree from an ABA accredited institution and active membership in good standing of the State Bar of California (or eligible for immediate membership).
- Demonstrated effective letter drafting and written communication skills.
- Demonstrated effective oral communication skills.
- Demonstrated strategic thinking, analytic, organization, and problem-solving skills.
- Demonstrated ability to create and maintain effective working relationships with senior administrators and a diverse range of constituents.
- Demonstrated ability in setting priorities and completing work in a timely manner.
- A workplace style that emphasizes collaboration, teamwork, and facilitation.
- Readily and regularly professionally accessible to the Vice Chancellor, Legal Affairs, and campus clients.
- Ability and willingness to use standard computer software applications, including Word, email programs, Internet browsers, and on-line legal research.

Preferred:

- Experience in employment law, student affairs, academic personnel and research, federal regulation compliance, complex contracts, international agreements, risk management and litigation processes.
- Knowledge of University or higher education policies and procedures.
- Knowledge of legal issues associated with governmental/public entities.
- Experience in matters relevant to business transactions, state and federal contracts, and intellectual property.
- Experience with complex organizations and the management of significant legal issues.

Benefits

UCLA offers a comprehensive benefits package, including an average of three weeks' vacation per year; an average of 12 days per year sick leave; 12 paid holidays per year; health, dental and optical benefits; life insurance; disability insurance; the University of California Retirement Plan with 5 year vesting and various voluntary UC Savings Plans. There are also special programs and privileges available, such as accessibility to cultural and recreational programs, athletic events, and the University Credit Union.

The University of California is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy - <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>