



POSITION ANNOUNCEMENT

The position serves the West Virginia Higher Education Policy Commission (Commission) and the West Virginia Council for Community and Technical College Education (Council) whose offices are located at 1018 Kanawha Boulevard, East, Charleston, West Virginia.

Position Title: General Counsel

Classification: Full Time, Non-Classified, Exempt, Benefits-Eligible

Date: April 24, 2019

Overview: The West Virginia Higher Education Policy Commission (Commission) and the West Virginia Council for Community and Technical College Education (Council), two multi-campus, statewide public higher education systems, are seeking nominations and applications for the position of General Counsel. The General Counsel serves as chief legal officer, providing legal services to both the Commission and Council and their appointed board members on matters related to public higher education. The incumbent advocates and represents the interests of the Chancellors, as well as senior staff and others on legal matters affecting both higher education systems.

Duties and responsibilities: The General Counsel is responsible for leading the Legal Division of the Commission and Council and its team of assistant attorneys general, as well as any outside counsel that may be retained to represent the Commission, Council or affiliated institutions.

The General Counsel manages the Commission's and Council's legal representation in all litigation and administrative proceedings, with hundreds of such cases pending each year. The General Counsel provides counsel and advice concerning compliance with federal and state statutes and regulations affecting institutions of higher education and legal advice, including preventative legal services and legal representation in monitoring and resolving disputes that may lead to litigation. Subject to direction of the Commission, Council, and Executive Vice Chancellor for Administration or the Chancellors, the General Counsel is responsible for resolving all legal claims and initiating and appealing all lawsuits and administrative proceedings. The General Counsel is responsible for managing the budget of the Legal Division and may issue contracts for legal services and retain outside counsel on behalf of the Commission, Council or affiliated institutions.

In consultation with the Chancellors and the Deputy General Counsel, the General Counsel advises in the preparation of legislation as it relates to higher education policy and procedures. The General Counsel assists the Chancellors with legislative matters and public policy decision-making.

Additionally, the General Counsel maintains an appropriate framework for internal control to evaluate and protect the Commission's and Council's legal interests and reduce their legal risks. The General Counsel serves as attorney to the West Virginia Higher Education Policy Commission and the Council for Community and Technical College Education in legal matters and communicates legal issues and concerns to the attention of the Commissioners, Chancellors, and senior leadership. The General Counsel serves as parliamentarian to the Commission and Council and also acts as ethics advisor. The General Counsel is also responsible for reviewing all Commission or Council resolutions and policies for form and legality.

Knowledge, skills and abilities: The ideal incumbent must have: advanced oral and written communication and comprehension skills; the ability to work collaboratively and communicate effectively with multiple and diverse constituencies, such as: faculty, staff, students, legislators, corporate partners, community leaders, the public, alumni, donors, and faculty/staff representatives; excellent organizational and time management skills and must be able to render legal advice with confidence in high-pressure and time-sensitive situations; strong supervision and management skills; strong legal research, analytical, advocacy and problem-solving skills; the ability to resolve conflicts and negotiate with others; high ethical standards with a strong commitment to legal ethics exhibited in knowledge and practice, and professional responsibility; sound judgment and professional integrity; knowledge of parliamentary procedures of the West Virginia Legislature and the bill drafting process; proven litigation and appellate advocacy experience.

Education and experience: The successful candidate must possess a J.D. from an accredited law school and must be admitted to the West Virginia State Bar with license to practice law in the state of West Virginia.

Significant relevant work experience (minimum of 10 years combined) as would be obtained from:

- Substantial experience as a practicing attorney in a sophisticated environment such as a large law firm, government agency, university, or non-profit or business corporation.
- Experience in drafting and editing successful legislation.
- Significant experience as in-house representation for a complex organization dealing with compliance with state and federal regulations.
- Significant leadership experience managing the work of other attorneys and other professionals and/or in the representation of large complex and highly decentralized organizational clients with multiple stakeholder groups.
- Experience directly managing or supporting leadership in managing public policy, controversial and other high-profile issues.

Preferred Qualifications include:

- Experience in, or in depth understanding of, the higher education environment and the public sector.
- Familiarity with higher education in West Virginia.
- Understanding and appreciation of the historic role of public colleges and universities.
- Familiarity with legislative policy and procedures.
- Experience in working with lawmakers and high-level policy-makers.

Salary Range: Commensurate with education and experience.

Closing date: Priority consideration will be given to applications received before May 24, 2019. However, the position will remain open until filled.

Application process: Qualified candidates should submit a letter of interest, a current resume, and the names, titles, phone numbers and e-mail addresses for three professional references. Finalist candidates are subject to employment and credential verification, reference and background checks. Submit all information electronically via e-mail with **“General Counsel”** in the subject line to: Ms. Vickie Hairston at hepc.hr@wvhepc.edu.

Equal Opportunity/Affirmative Action Employer

The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. To that end, we endeavor to provide equal treatment in employment and provision of services to applicants, employees and those we serve without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability or veteran status. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.