

Attorney for Students

Job Code 00001017

General Description

Responsible for assisting the University Attorney in conducting legal research, providing legal assistance to students and serving as the Staff Grievance Officer.

Examples of Duties

Assist students in legal matters including; landlord/tenant law, criminal law, family law, immigration law, contract law, employment law, and insurance law.

Present legal seminars to students, staff and faculty.

Serve as the Grievance Hearing Officer in all grievance hearings brought by staff members.

Serve as an Adjunct Professor in the Legal Assistant Graduate Program.

Supervise the daily operations in the office including budget maintenance, record keeping, case filing, maintaining and updating the law library.

Assist the University Attorney on various projects including legal research issues, employee problems and cases affecting the University.

Assist Dean of Students on various projects, including legal research, constitutional law issues and student's rights issues.

Provide intake office mediation services to students including contacting mediators, completing the necessary forms, scheduling the mediation and maintaining the confidentiality of the process.

Present legal topics to various classes and organizations on campus.

May supervise the work of others.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: computer legal research methods; University policies and procedures; the Texas State student conduct Code; the hearing and appeal system utilized in the student discipline process; the Texas Penal Code; the Texas Family Code; Debtor/Creditor Law; of Consumer Protection Law and the Texas Deceptive Trade Practices Act; higher education Constitutional law issues; the United States Constitution; Texas Probate Code; the Texas State Staff Employee Grievance procedures.

Skill in: effectively directing the work of others to motivate output; establishing rapport with a variety of clients.

Ability to: understand and interpret complex legal material; write departmental reports and legal briefs.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Must be an attorney licensed to practice law in the State of Texas.