

**Texas State University System**  
**Office of General Counsel**  
**Austin, Texas**

***Public Information Coordinator and Assistant/Associate General Counsel***

***Position Description***

The Public Information Act Coordinator and Assistant/Associate General Counsel is a member of the Texas State University System (TSUS or System) Office of General Counsel staff located in the TSUS Administration Office in **Austin, Texas**, performing his or her job duties under the immediate supervision of the TSUS Vice Chancellor and General Counsel to ensure quality legal services to TSUS and its component institutions.

***Essential Duties***

Public Information Coordinator

Receive and process all public information requests to the System, including:

- Notifying appropriate division(s) of requests and soliciting responsive information; identifying confidential, exempt or sensitive information in responsive records; researching, briefing and drafting Attorney General ruling requests; and, timely preparing and releasing information as required or necessary.
- Advising and Assisting System Component Institutions' public information coordinators with complex or non-routine requests for public information, including, identification of confidential, exempt or sensitive information in responsive records; review of redactions of such information; and researching, briefing and drafting Attorney General ruling requests.
- Researching various aspects of higher education law, including but not limited to, the Texas Public Information Act, the federal Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA).

Assistant/Associate General Counsel

- **Business Law**
  - Commercial and business transactions
  - State purchasing guidelines and requirements
  - Reviewing, drafting and negotiating a variety of contracts and documents
  - Reviewing and writing campus policies and handbooks
  - Environmental, health and safety issues
  - Real estate leases, sales, purchases and easements
  - Hospital and other affiliation agreements
  - Dealing with federal and state regulatory agencies
- **General Law**
  - Employment issues and other matters and civil rights complaints
  - Tort/personal injury and property damage issues
  - Student and faculty matters, e.g., discipline, grievances, and claims

- Litigation support and contact with the Texas attorney general's office
- Reviewing and drafting personnel and student policies and handbooks
- Administrative and due process hearings
- Mediations and other dispute resolution matters

***Education and Certifications Required***

- Juris Doctor or LL.M. from an accredited law school
- Membership in good standing in the State Bar of Texas

***Preferred Qualifications***

- Extensive legal background drafting, reviewing, negotiating transactional documents
- Board certification in health law
- Substantial legal experience representing clients in health/medical fields, including:
  - Medical insurance billing
  - Prompt pay discounts
  - Health insurance payor contracts
  - Federal and state laws and regulations on privacy and security (including Health Insurance Portability and Accountability Act [HIPAA])
  - Health regulatory and research compliance and investigations
  - General health law matters

***Required Experience/Skills***

- At least five years of progressively significant legal experience in an active legal practice
- Ability to think both creatively and analytically in resolving complex issues
- Excellent verbal and written communication skills
- Open, even temperament and ability to listen to diverse perspectives
- Ability to work under pressure and deadlines
- Ability to communicate information and legal advice quickly and accurately
- Ability to handle complexity, work independently and with little supervision
- Willingness to work collegially with others, take direction and respond to authority
- Commitment to work with geographic, economic and culturally diverse constituencies
- Ability to conduct topic-specific training geared to faculty, staff and administrators

***Salary and Benefits.*** Salary and job title (Assistant or Associate General Counsel) are commensurate with qualifications. Customary and usual state employee benefits apply, including health insurance, annual leave, sick leave, state holidays (including winter break), longevity pay and retirement.

***Contact Information***

Interested applicants should email a resume, recent writing sample (which may be redacted as necessary), and cover letter to:

Ms. Sandra Poel  
Executive Legal Assistant  
Office of the Vice Chancellor and General Counsel  
Texas State University System  
Email: [Sandra.Poel@tsus.edu](mailto:Sandra.Poel@tsus.edu)

***Additional Information for Applicants***

- The Texas State University System are tobacco-free/drug free workplaces.
- A criminal history background check will be required for finalist(s) under consideration for this position.
- The Texas State University System is an “at will” employer.
- If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable, original documents to prove your identity and authorization to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification.

**THIS POSITION WILL REMAIN OPEN UNTIL IT IS FILLED.**

**The Texas State University System is an Equal Opportunity Employer**