

**Texas State University System
Office of General Counsel
Assistant or Associate General Counsel
Huntsville, Texas**

Position Description. The Assistant or Associate General Counsel will be an employee of the Texas State University System Administration Office, performing his or her duties under authority delegated by and under supervision of the Vice Chancellor and General Counsel. Per System policy, he or she will report directly to the former but will office on the Sam Houston State University campus in Huntsville, Texas, and provide timely and responsible legal advice to the university administration and handle a broad range of legal issues for the university. Additionally, the incumbent will be required to perform legal work for other System colleges and universities and otherwise perform such tasks as may be assigned by the Vice Chancellor and General Counsel.

The Texas State University System. Created in 1911 by the Texas Legislature to oversee the state's normal schools for teachers, TSUS is the oldest and third largest system of higher education in Texas. Operating on twelve separate campuses from the Rio Grande to the Sabine River as well as Online, the System's seven universities and colleges collectively offer a comprehensive array of academic programs, from associate of arts to doctoral degrees. Over 87,000 students and 16,000 employees, respectively, study and work on TSUS campuses.

Sam Houston State University. Founded in 1879, Sam Houston State University is the third-oldest state university, as well as the oldest teacher training institution in Texas. With an enrollment of over 21,500 students, SHSU offers 90 undergraduate, 55 master's, and 10 doctoral degree programs, including the nation's first PhD in Forensic Science. In addition to the Huntsville campus, the university also offers upper level undergraduate and graduate degree classes at The Woodlands Center, and a Doctor of Osteopathic Medicine degree program at its College of Osteopathic Medicine in Conroe, Texas.

TSUS Office of General Counsel. The OGC is headquartered in Austin but maintains legal offices in Huntsville and San Marcos. Ours is a diverse practice that offers opportunities for legal, professional, and intellectual development in the rapidly growing field of higher education law. We handle highly important and complex issues, ranging from the intricacies of financial and business transactions involving private/corporate and public/governmental partners to the most significant constitutional issues of our time. Our clients are well-educated, career higher education professionals, whose principal focus is to provide quality education to the people of the state of Texas. Our attorneys are members of the National Association of College and University Attorneys and annually attend the NACUA conference.

Essential Duties

- **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
 - Texas *Public Information Act* issues
- **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

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

- Substantial experience in health law, specifically in the following areas:
 - 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 geographically, economically, 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 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

Additional Information for Applicants

- The Texas State University System is a tobacco-free/drug free workplace.
- 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