



## Savannah State University Position Description – University Counsel

### **POSITION DESCRIPTION**

Position Title: University Counsel                      FLSA Status: Exempt  
Reports to: President  
Department: Office of the President  
Date: January 24, 2008  
Prepared:

### **BASIC FUNCTION**

The University Counsel exercises management responsibility over university legal affairs and advises the president and the university administration on the legality of contemplated actions.

### **NATURE & SCOPE**

Confers with university administrators, employees and student organizations on matters involving legal interpretation and decisions related to university activities, policy questions and operating problems.

Serves on University committees, as directed and appointed by the President, to provide recommendations regarding applicable legal matters.

Oversees the successful performance of EEO, Alternative Dispute and Risk Management functions at the university.

### **PRINCIPAL ACCOUNTABILITIES**

- Receives and investigates inquiries and complaints from university administrators, employees and student organizations including, but limited to, matters related to labor law, insurance, risk management, intellectual property, delinquent fees, contracts and established university and university system policies and by-laws.
- Coordinates activities and actions with outside counsel assigned, appointed or retained to represent Savannah State University.
- Coordinates, through relevant management personnel, the establishment of major schedules, task assignments, and the allocation of staff and equipment related to university litigation, hearings and legal matters.
- Recommends operational changes necessitated by legislative mandates and develops alternative policies and procedures to enable the University to accomplish its objectives.
- Perform such other related duties as may be incidental to the work described herein.
- Provides advice to campus police on major investigations and policy revision.

### **SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED**

JD or an equivalent legal degree from an accredited law school; admission to the Bar of the State of Georgia and to practice in the county courts, state appellate courts and local federal district court.