

Job Title	Associate Counsel
PVN ID	VB-1908-003240
Category	Managerial and Professional
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State and Local Gover
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 31, 2019 (Or Until Filled)

General Description

CUNY Institute for State and Local Governance (ISLG): Overview

ISLG is an institute within the City University of New York. The Institute's mission is to assist current and future leaders in government, non-profit organizations and the private sector, in the U.S. and internationally, by offering research, technical assistance, and education and training, to help achieve improvements in the delivery, measurement and financing of critical public services. The Institute's director, Michael Jacobson, previously served as NYC's Probation and Correction Commissioner and president of the Vera Institute of Justice.

Position Description

Reporting to the Counsel to the Executive Director, the Associate Counsel provides legal advice and services to ISLG leadership and staff. The ideal applicant will have a strong interest in the operations of government and the nonprofit sector, and a broad-based curiosity about potentially unfamiliar legal matters. Interest and experience in the substantive areas in which ISLG works (including criminal justice, policing, corrections, health care, and education) is a plus. The attorney will work with the Counsel to the Executive Director, the legal staff at the CUNY Research Foundation and CUNY's General Counsel's Office to provide legal advice and assistance to ISLG. Responsibilities will include but are not limited to:

- Drafting contracts, MOUs, data use agreements, and other documents
- Providing legal research and drafting memos on the broad range of topics that arise in the course of ISLG's work in areas including intellectual property, procurement, FOIL and FERPA
- Working with the executive staff to assess the Institute's needs, perform risk management, research legal issues and draft legal documents
- Working closely with ISLG's partners in government and in the philanthropic and nonprofit sectors to

- negotiate grants, contracts and other documents
- Drafting policies for projects and ISLG as a whole
- Reviewing contracts and grant agreements
- Providing strategic advice and counsel to all facets of the organization.

This is an exceptional opportunity to work on potentially transformative initiatives and to assist in building a portfolio of work in an institute with a talented and multi-disciplinary team producing an impactful body of work.

Other Duties

Qualifications

- JD from an accredited law school, and admission to NYS bar
- Minimum three to five years' legal experience in nonprofit, government, or private sector
- Ability to manage time and work independently in a fast-paced environment, while paying close attention to details
- Strong work ethic, sense of humor, flexibility, creativity, and a professional demeanor;
- Excellent organizational and interpersonal skills
- Solid foundation in fundamental legal theories, ability to identify problems and legal issues, strong research skills, good negotiating skills
- Strong written and oral communication skills

This is a full-time position with excellent benefits and is located in New York City. The salary is commensurate with experience.

How to Apply

To apply, please go to rfcuny.org and click on About RF, then Careers. You will need to submit a cover letter describing your qualifications and interests and attach your curriculum vitae. Questions can be addressed to info@islg.cuny.edu.

Application review will commence immediately and continue until the position is filled.

The CUNY Institute for State and Local Governance and the Research Foundation of the City University of New York are an Affirmative Action/Equal Opportunity/Americans with Disabilities Act/Protected Veterans Status/ E-Verify Employer

