

<b>Job Title</b>	Associate Counsel
<b>PVN ID</b>	RF-1805-002516
<b>Category</b>	Managerial and Professional
<b>Location</b>	RESEARCH FOUNDATION OF C.U.N.Y.
<b>Department</b>	Office of Legal Affairs
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 30, 2018 (Or Until Filled)

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## General Description

The Research Foundation of The City University of New York (RFCUNY) is a not-for-profit 501(c)(3) educational corporation chartered by the State of New York. RFCUNY is the fiscal agent and authorized signatory for the 26 CUNY colleges and professional schools involved in sponsored programs. As the fiscal agent for all such activity at CUNY, the Research Foundation performs a wide variety of administrative tasks, both pre- and post-award, for hundreds of grants and contracts that not only span a broad range of academic disciplines but carry out numerous public purposes.

The Associate Counsel is a Management position in the Office of Legal Affairs, an administrative, policy and service unit of the Research Foundation. The Associate Counsel reports to Senior Associate Counsel and exercises independent judgment, as delegated, in the fulfillment of the duties and responsibilities assigned. In addition to providing legal services, the Associate Counsel is charged with a full range of supervisory responsibilities, including monitoring work progress and providing feedback to ensure goals are understood and met, in overseeing the day to day work of one or more Contract Specialists and Paralegal Associates. He or she will work collegially with other members of the Legal Affairs staff to identify and resolve special problems, assure the provision of the highest quality of customer service, and support the development of new staff skills. The Associate Counsel maintains exemplary standards of personal professional ethics and participates in activities that keep him or her current in court decisions and changes in the laws affecting the work of the Foundation. The Associate Counsel supports the work of other RF units by communicating effectively with staff involved in related projects, by being of assistance to others, and by participating in team-based projects as assigned.

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## Other Duties

**DUTIES AND RESPONSIBILITIES** include, but are not limited to:

- Negotiates, reviews, and drafts contracts, subcontracts, independent contractor agreements, and all

types of legal documents for execution

- Subsequent to a training period, supervises Paralegal Associates and Contract Specialists in their daily activities. Suggests training needs to Senior Associate Counsel based on job performance and planned activities. Serves as a source of information to Paralegal Associates, Contract Specialists and Executive Assistant to the Chief Counsel. In concert with Senior Associate Counsel, communicates staff goals and priorities, and drafts initial performance evaluations. Assists in developing staff competence in new areas and nominates staff for acknowledgement of outstanding accomplishments
- Routinely informs Senior Associate Counsel of work progress; provides timely updates on all critical matters; identifies problems and implements solutions
- Assists Research Foundation staff in other units, when needed, by advising on legal issues
- In concert with Senior Associate Counsel, confers with Foundation staff as to the impact of general common law, as well as existing and proposed federal, state and local laws, regulations, and court decisions, particularly in the areas of not-for-profit law, sponsored research compliance, employment issues, accounts receivable, leases, labor relations, and human subjects research
- Participates in relevant professional activities and personal development in this field
- Advises and represents the Research Foundation as needed in negotiations and legal actions necessary to enforce terms of an executed contract and other matters requiring legal counsel
- Performs other duties as assigned

## Qualifications

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- Admission to the New York Bar (required within 12 months of appointment)
- Minimum 1 to 3 years legal experience subsequent to completion of law school
- Ability to interact with a diverse population, within different levels of the organization and with external organizations
- Careful reading skills, including the ability to build upon existing knowledge to analyze complex materials
- Excellent writing skills
- Competency with current computer technology, including ability to perform legal research
- Competency in making public presentations and communicating effectively with diverse constituencies
- Demonstrable success in initiating cooperative working relationships
- Provides excellent customer service and ability to resolve customer concerns
- Makes timely and effective decisions
- Is detail-oriented and able to think critically
- Able to follow instructions when needed, and to use independent judgment when needed
- Superlative time management skills
- Able to work independently under tight and competing deadlines
- Has dependable judgment and common sense

### **PREFERRED QUALIFICATIONS:**

- Experience with sponsored research or other sponsored programs
- Experience in transactional matters including contract negotiation
- Experience managing staff
- Experience with not-for-profit law and charitable organizations

**Min. \$75,000.00 + Depends on Qualifications**

**THERE ARE TWO AVAILABLE POSITIONS**