

Position Base: Los Angeles (Westwood), California

Location: UCLA Campus

Please apply via this link: <https://ucla.in/45jbymR>

DEPARTMENT OVERVIEW:

The UCLA Office of the Campus Counsel (OCC) serves as the in-house legal office for the UCLA campus, including its professional schools. In that capacity, the OCC has created this web site to familiarize the UCLA community with our Office and its services. The OCC attorneys provide counsel and legal advice to officers, deans, faculty, and schools and departments of the University requiring legal assistance, and provide coordination and liaison between the campus, the UC Legal Office of the General Counsel in Oakland, and outside counsel engaged on behalf of the University. We hope this web site provides a valuable first resource for legal matters concerning UCLA.

POSITION SUMMARY:

Under the general direction of the Vice Chancellor, Legal Affairs, serving on the campus legal team in coordination with the University of California Office of General Counsel, this role provides advice on the wide range of legal questions associated with the administration, management and operation of UCLA, including but not limited to academic affairs, student affairs, business affairs, research and compliance, employment (e.g., reviewing and responding to complaints received from regulatory agencies, such as the OCR, DFEH, and EEOC), litigation and risk management, public records, policies and procedures.

DUTIES:

1. Provides general problem solving and advice on a wide range of legal questions associated with the administration, management and operation of UCLA.
2. Provides legal advice regarding issues relating to staff, academic personnel and employment issues in all segments of UCLA community.
3. Provides legal advice on student-related matters such as FERPA, constitutional rights such as 1st and 14th Amendment questions, immigration issues, travel abroad, sports and recreation, disability accommodation, student conduct, and policy review.
4. Provides legal advice on matters of research and compliance, workplace violence prevention, E-discovery, privacy and data protection, public records, EH&S/OSHA compliance, and other matters affecting the campus.
5. Drafts documentation for wide range of academic, administrative, student and business matters; including review of contracts and MOUs.
6. Oversees Employment and General Liability litigated matters involving UCLA in concert with the Vice Chancellor of Legal Affairs.
7. Reviews, evaluates, advises about, and revises proposed UCLA policy and procedures, or revisions to current policy and procedures, obtaining consultation where appropriate.
8. Coordinates review of and response to complaints received from regulatory agencies, such as the U.S. Department of Health and Human Services Office for Civil Rights, California Civil Rights Department, and U.S. Equal Employment Opportunity Commission, as agreed with central campus human resources offices and client departments.
9. Negotiates special transactions, including settlement agreements.
10. Reviews/revises waivers, acceptance of (and responses to) subpoenas and interaction with governmental agencies.
11. Prepares or obtains legal opinions and advice as sought by UCLA administration.
12. Prepares or directs the preparation of correspondence, documentation, reports and executive summaries as necessary.

13. Develops strong working relationships with senior management and administrators at UCLA, and with administrators at the UC Office of the President, as needed.
14. Executes all other duties and responsibilities assigned by the Vice Chancellor of Legal Affairs.
15. Serves on campuswide committees as requested.

SKILLS, KNOWLEDGE, and ABILITIES:

Required:

- J.D. Degree from an ABA accredited institution and active membership in good standing of the State Bar of California (or eligible for immediate membership).
- Demonstrated effective letter drafting and written communication skills.
- Demonstrated effective oral communication skills.
- Demonstrated strategic thinking, analytic, organization, and problem-solving skills.
- Demonstrated ability to create and maintain effective working relationships with senior administrators and a diverse range of constituents.
- Demonstrated ability in setting priorities and completing work in a timely manner.
- A workplace style that emphasizes collaboration, teamwork, and facilitation.
- Readily and regularly professionally accessible to the Vice Chancellor of Legal Affairs, and campus clients.
- Ability and willingness to use standard computer software applications, including Word, email programs, Internet browsers, and on-line legal research.

Preferred:

- Experience in employment law, student affairs, academic personnel and research, federal regulation compliance, complex contracts, international agreements, risk management and litigation processes.
- Knowledge of University or higher education policies and procedures.
- Knowledge of legal issues associated with governmental/public entities.
- Experience in matters relevant to business transactions, state and federal contracts, and intellectual property.
- Experience with complex organizations and the management of significant legal issues.

SPECIAL CONDITIONS:

This position requires a hybrid schedule (2 days on site, 3 days remote per week).

SALARY AND BENEFITS:

Job Title: Counsel 3

Job Code: 000202

Salary Grade: MSP 27

Payscale: \$129,600 - \$190,000 annual, with salary placement based on skills, knowledge, and experience.

Benefits information can be found at: <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/benefits-of-belonging.html>

HOW TO APPLY

Please be prepared to attach a writing sample with a minimum of 10 pages - maximum of 20 pages demonstrating the applicant's analytical/persuasive skills.

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