Occidental College invites applications for the full-time position of Assistant General Counsel in the Office of the General Counsel, with an anticipated start date in February 2022. Applicants who are interested in working part-time will also be considered based on exceptional qualifications and experience.

Oxy is a nationally recognized small liberal arts college in the vibrant Eagle Rock neighborhood of Los Angeles, CA. The mission of the College is to provide a gifted and diverse group of students with a total educational experience of the highest quality. The Assistant General Counsel will report to the General Counsel and will provide legal advice and support to College administrators. The Assistant General Counsel will be primarily responsible for contract review and compliance programming, while assisting the General Counsel on employment matters and policy review. The successful candidate will have excellent academic and professional credentials as well as demonstrated judgment and discretion. Candidates should also possess strong analytical and creative problem-solving skills.

**DUTIES AND RESPONSIBILITIES**

- Draft, review, and negotiate contracts on behalf of the College, including those involving: services, purchasing, events, employment, intellectual property, construction, insurance, waivers/releases, filming, sponsored programs, grants, etc.
- Provide legal counsel and policy review on matters such as labor and employment, civil rights, internal investigations, privacy, health services, student services and conduct, academic integrity, intellectual property, insurance, business transactions, faculty governance, board governance, collective bargaining, and regulatory compliance
- Serve on the Clery Compliance Committee and work with the Title IX Coordinator to draft the annual Clery Report
- Work with the Risk Manager to maintain and update College compliance matrix and prepare compliance guides for campus departments
- Provide support to the General Counsel on other matters and projects, as needed

**QUALIFICATIONS**

**Minimum Qualifications**

- Juris Doctorate (J.D.) from an ABA-accredited law school and member in good standing of CA Bar (or eligible for immediate membership)
• 3+ years of related, professional legal experience at a law firm or in-house (preferably in higher education)

In addition, the Assistant General Counsel should have the following skills and attributes:
• Excellent academic and professional credentials
• Experience reviewing and negotiating contract terms and a strong command of California employment law and/or regulations relevant to higher education (e.g. FERPA, Title IX, Clery)
• Excellent problem-solving, analytical, and research capabilities and sound judgment
• Ability to organize and manage multiple assignments and prioritize competing requests
• Alignment with the College’s academic mission and commitments to equity and service

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter to resumes@oxy.edu and to nkahn@oxy.edu, with subject heading “Assistant General Counsel.” In your cover letter, explain how your skills and experience meet the qualifications of the position. We will review applications as they are submitted. To be assured full consideration, all application materials must be received by January 21, 2021.

Additional Information

Position open until filled. Will consider applicants for a full-time or part-time position.

This position may qualify for a partial remote work arrangement. The College’s Remote Work Policy is available at the following website: https://www.oxy.edu/offices-services/human-resources/remote-work-policy

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; and access to College amenities including the athletic center and College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/human-resources/benefits-information.

Occidental College is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Please see the College’s EEO policy here: https://www.oxy.edu/college-policies/equal-employment-opportunity. Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu, (323) 259-2613). All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College requires that all employees provide proof of vaccination against COVID-19. Information about the College’s vaccination requirement may be found here: https://www.oxy.edu/back-oxy/vaccination-information. The College provides accommodations for individuals who are unable to become vaccinated due to medical reasons or sincerely held religious
beliefs. Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so), provide proof of vaccination against COVID-19, and consent to a background check. Satisfactory completion of a background check, reference check, and pre-employment verification is required as a condition of employment, to the extent permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.