

RAMAPO COLLEGE OF NEW JERSEY

JOB DESCRIPTION

TITLE: Vice President & General Counsel (“VP & GC”), (Vice President, D37)

DESCRIPTION POSITION NUMBER: 641152

UNIT/DIVISION: Office of the President/Legal Affairs

DATE: June 2017

RAMAPO COLLEGE OF NEW JERSEY:

Mission: Ramapo College of New Jersey is *New Jersey’s Public Liberal Arts College*, dedicated to providing students a strong foundation for a lifetime of achievement. The College is committed to academic excellence through interdisciplinary and experiential learning, and international and intercultural understanding. Ramapo College emphasizes teaching and individual attention to all students. We promote diversity, inclusiveness, sustainability, student engagement, and community involvement.

Established in 1969, Ramapo College of New Jersey has an enrollment of 5,000 students and offers bachelor’s degrees in the arts, business, humanities, social sciences and the sciences, as well as in professional studies, which include nursing and social work. In addition, Ramapo College offers courses leading to teacher certification at the elementary and secondary levels. The College also offers eight graduate programs as well as articulated programs with Rutgers, The State University of New Jersey, New York Chiropractic College, New York University College of Dentistry, SUNY State College of Optometry and New York College of Podiatric Medicine. The College is ranked as fifth in the Best Regional Public Universities North category by *U.S. News & World Report*.

Undergraduate students choose to concentrate their studies in one of five schools with more than 539 course offerings and 36 academic programs. Ramapo College boasts an average student/faculty ratio of 18:1 and average class size of 23, affording students the opportunity to develop close ties to the College’s exceptional faculty.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time, managerial position, and days of work and hours are Monday through Friday, 8:30 a.m. to 4:30 pm. Note: This position is in the “NL” category of employment (non-fixed work week) and individuals in this role have no claim or entitlement to time off or cash compensation for hours worked beyond their normal schedule. Occasional evening and weekend work may be required as job duties demand. Compensatory time will not be granted for work done as an extension of the regular work day. It is the policy of the College to grant hour for

hour compensatory time off, with advance approval, only when employees are required to work on a holiday. Time earned must be used within one fiscal year from the time it is earned.

JOB SUMMARY:

Reporting to the President of the College and a member of the President's Cabinet, the VP & GC serves as Chief Legal Officer for the College, manages and oversees the provision of all legal services to the institution to ensure maximum protection of its legal rights and to maintain its operation within the limits prescribed by law. Provides strategic guidance, consultation, advise and support to the Board of Trustees, senior college administrators, and other members of management on a comprehensive range of legal and regulatory issues involved in carrying out the mission of the institution. These issues are likely to include providing advice and counsel in the areas of contracts, employment, labor relations, litigation management, risk management, safety and health, student issues, governance, compliance, public policy, asset acquisition and management, intellectual property and research. The position requires an understanding of applicable laws affecting the college and staying current on those laws; providing education and training to the college community; drafting, reviewing and negotiating contracts; conducting legal research and working with outside counsel on a variety of issues.

DUTIES

1. Identifies legal issues and provides legal advice to the Board of Trustees, senior college administrators, and staff concerning all administration and operations of the College.
2. Attends all meetings of the Board of Trustees and acts as legal advisor to the Board.
3. Reviews, researches, interprets, and prepares written and oral opinions on a variety of legal and legislative issues including but not limited to areas such as contracts, employment, labor relations, litigation management, academic and student affairs, governance, compliance, public policy, asset acquisition and management, intellectual property and research.
4. Participates in auditing, drafting and review of Board and institutional policies, rules, and regulations to ensure compliance with applicable federal, state and local regulations.
5. Assists institutional personnel regarding the interpretation and application of Board and institutional policies, rules, and regulations.
6. Provides legal support to Institutional Advancement through assistance with bequests to the institution, trust documents, grants, and special programs and partnerships.
7. Provides legal support to Academic & Student Affairs through advice and counsel on academic issues and policies such as intellectual property, domain ownership and licensing, and other academic and disciplinary matters.

8. Coordinates and facilitates communication among institutional personnel on legal issues of College-wide concern.
9. Represents or oversees representation of the institution and upper management in judicial and administrative proceedings and in negotiations with other state and federal agencies.
10. Selects and manages outside counsel, as appropriate, to represent the College and/or its institutions in litigation.
11. Coordinates the college responses to workplace and educational compliance complaints and other matters brought to the attention of the Office of Legal Affairs such as complaints brought to The Department of Education, Office of Civil Rights, EEOC, and The Office of Affirmative Action.
12. Keeps the Board of Trustees and the President informed of matters which may pose significant risk to the Board or the institutions.
13. Designs and delivers, as appropriate, training and development to various constituencies;
14. Designs, establishes, an organizational structure and staffing to effectively manage the legal affairs of the college; oversees recruitment, training, supervision, delegation, and evaluation of the work of office personnel.
15. Develop and manage annual budget for The Office of Legal Affairs and performs periodic costs and performance analysis.
16. Demonstrates effectiveness in the management of legal affairs through measures including but not limited to cost containment, risk mitigation, consistency in rendering advice.
17. Responds to subpoenas and requests for documents, and provides legal counsel on OPRA requests.
18. Participates in continuing legal education through membership in the State and local Bar Associations and National Association of College and University Attorneys, and stays current on legal issues.
19. Completes such other duties and responsibilities as assigned by the Board and The President.

REQUIREMENTS:

EDUCATION/CERTIFICATIONS

- Juris Doctorate from a law school approved for accreditation by the American Bar Association;

- A member in good standing of the Bar in the state in which he/she practices;

EXPERIENCE:

- At least 10 years of experience that is directly related to the duties and responsibilities specified; at least 5 of which should be at a senior level legal experience in a law firm, government agency, corporation, or comparable entity

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated capacity to deliver legal advice in a complex environment, involving an array of distinct constituencies;
- Ability to develop and implement legal strategies and solutions to complex legal issues;
- Knowledge of Civil Service Regulations and AFT, CWA, and IFPTE contractual provisions;
- Evidence of strong written and oral communications skills;
- Ability to foster a cooperative work environment;
- Negotiations skills,
- Knowledge of current and developing legal issues and trends in area of expertise; and
- Strong interpersonal skills and the ability to successfully gain the trust and confidence of clients at the highest levels of college and university communities;
- Ability to cooperate with legal counsel of other New Jersey public institutions of higher learning;