



## **Associate Counsel - Office of General Counsel**

### **About University at Albany:**

Established in 1844 and designated a University Center of the State University of New York in 1962, the University at Albany's broad mission of excellence in undergraduate and graduate education, research, and public service engages a diverse student body of approximately 17,000 students in nine schools and colleges across three campuses.

Located in Albany, New York, New York State's capital, the University is convenient to Boston, New York City, and the Adirondacks.

### **Job Description:**

The Associate Counsel is a member of the SUNY Office of General Counsel ("OGC") assigned to represent the University at Albany Campus, and is located on the UAlbany Campus. The position is responsible for all matters affecting the legal interests of the Campus, reporting directly to the Chief Campus Counsel at UAlbany for all legal matters.

### **Primary Responsibilities:**

- This position advises on a wide range of legal issues pertaining to University business, its relationships with affiliated entities, and its administrators, faculty, and staff. Those responsibilities include providing up-to-date and timely legal advice based on thorough research on: student leaves of absence, discipline, dismissal, and appeals; compliance with state and federal laws and regulations, including Title IX, Title VI, Title VII, FERPA, New York Education Law Article 129-b; faculty hiring, promotion, tenure, investigations, discipline, termination and discrimination; reviewing the legal ramifications of external audits, and FOIL handling and interpretation.
- Reviewing, drafting and negotiating contracts within the context of New York State finance and procurement guidelines.
- This position will also assist in UAlbany litigation, which is primarily handled in court by the NYS Attorney General as trial counsel, and represents UAlbany and UAlbany employees in state and federal administrative agency proceedings.
- Other reasonable duties as assigned.

### **Functional and Supervisory Relationships:**

- Reports to Chief Campus Counsel.
- Supervises the following positions: None.

### **Job Requirements:**

- Developing, negotiating, reviewing academic agreements with other colleges and universities.
- Providing advice and recommendations regarding campus-based policies.
- Legal support to the Office of Enterprise Risk Management.
- Advising in various student-related matters concerning academic leaves, discipline and dismissal.
- Creating clear, concise, enforceable, persuasive legal drafts and writing supported by competent legal authority.

- Representing UAlbany and UAlbany employees in state and federal administrative agency proceedings as well as, on occasion, in state and federal courts.
- Representing UAlbany in employee and student discipline matters; discrimination cases and internal investigations, and with labor and employment issues.
- Developing and delivering training to campus constituencies on key compliance issues including 1st Amendment, attorney-client privilege, record retention/e-discovery, email, FOIL, media responses, NYS Ethics, and other areas of importance to the campus.
- Maintaining good relationships and communicating effectively with clients.
- Adhering to the highest professional and ethical standards.
- Keeping clients updated on changes to the law affecting the University's legal interests.

## **Requirements:**

### **Minimum Qualifications:**

- J.D. degree from an ABA accredited law school.
- Admission in good standing to the New York State Bar (or eligibility for immediate admission) and
- A minimum of five (5) years of legal experience.
- Applicants must demonstrate an ability to develop inclusive and equitable relationships within our diverse campus community.
- Applicants must demonstrate an ability to support diversity, equity, access, inclusion, and belonging relative to their role.

### **Preferred Qualifications:**

#### **Demonstrated Experience in:**

- Higher Education Law.
- Employment and Discrimination Law (including arbitrations and interrogations).
- Litigation experience on behalf of SUNY or another New York State agency.
- Policy development.
- Student Affairs related issues (including small claims).
- Research related to contractual issues.
- Procurement contracts.

### **Working Environment:**

- Typical office environment.

### **Additional Information:**

Professional Rank and Salary Range: Associate Counsel, MP, \$130,000 to \$150,000

Special Notes: Visa sponsorship is not available for this position. If you currently need sponsorship or will need it in the future to maintain employment authorization, you do not meet eligibility requirements. **Additionally, please note that UAlbany is not an E-Verify employer.**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, mandates that all Title IV institutions, without exception, prepare, publish, and distribute an Annual Security Report. This report consists of two basic parts: disclosure of the University's crime statistics for the past three years; and disclosures regarding the University's current campus security policies. The University at Albany's Annual Security Report is available in portable document format [PDF] by clicking this link <http://police.albany.edu/ASR.shtml>

Pursuant to NYS Labor Law 194-A, no State entity, as defined by the Law, is permitted to rely on, orally or in writing seek, request, or require in any form, that an applicant for employment

provide his or her current wage, or salary history as a condition to be interviewed, or as a condition of continuing to be considered for an offer of employment, until such time as the applicant is extended a conditional offer of employment with compensation, and for the purpose of verifying information, may such requests be made. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).

THE UNIVERSITY AT ALBANY IS AN EO/AA/IRCA/ADA EMPLOYER

Please apply online via

<https://albany.interviewexchange.com/jobofferdetails.jsp?JOBID=194233>

Application Instructions:

**Applicants MUST submit the following documents:**

- Resume/CV
- Cover letter stating all the required minimum qualifications and any of the applicable preferred qualifications
- Contact information for three professional references

**Note:** After submitting your resume/CV, the subsequent pages give you instructions for uploading additional documents (i.e. cover letter etc.).

A review of applications will start on November 10, 2025 and the search will remain open until the position is filled.