

**CONNECTICUT STATE COLLEGES AND UNIVERSITIES  
BOARD OF REGENTS FOR HIGHER EDUCATION  
JOB OPPORTUNITY  
COUNSEL**

Open To: The Public

Location: 39 Woodland Street, Hartford, CT 06105

Hours: 8:00 a.m. – 5:00 p.m.

Salary: Commensurate With Experience

Closing Date: April 23, 2012

**General Definition**

Counsel to the Connecticut State Colleges & Universities (ConnSCU) provides legal support and guidance on a full range of higher education issues impacting the seventeen campuses within the jurisdiction of the Board of Regents (BOR). As a key member of the Executive Staff, the ConnSCU Counsel will report to the President (or designee) and assume a lead role in developing legal strategy for the BOR. Working in collaboration with the Office of the Attorney General, the ConnSCU Counsel will have primary, day-to-day responsibility for planning, implementing, and managing all legal activities.

**Examples of Duties**

Conducts legal research on complex issues relating to ConnSCU; supplies legal guidance in the form of written memoranda and oral presentations; drafts and participates in the administrative review of contracts, leases, licenses, royalty agreements, and other documents through which ConnSCU transacts its legal business; manages employment law matters as necessary; examines potential litigation and makes recommendation to the President; serves as primary liaison between ConnSCU and the Office of the Attorney General on litigation and administrative proceedings to which the BOR is a party; attends BOR meetings and supplies counsel as needed; implements relevant court decisions and orders; participates in the drafting and review of all proposed legislation, regulations, and policies; will manage all FOIA requests on behalf of ConnSCU; conducts investigations as required; may act as legislative liaison for ConnSCU; may testify before legislative committees; performs related duties as required.

**Qualification:**

**Knowledge, Skill and Ability:**

Considerable knowledge of and ability to interpret relevant state and federal laws, statutes, and regulations, including the Uniform Administrative Procedures Act; considerable knowledge of ConnSCU policies and procedures; considerable knowledge of legal practices and procedures in

federal courts and state venues; considerable knowledge of legislative processes at the state and federal level; considerable knowledge of management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills.

**Minimum Experience and Training Required:**

**General Experience:**

Seven (7) years' experience practicing law.

**Special Experience:**

Three (3) years of the experience must have been at the advanced working level, practicing law related to education and employment. Substitution Allowed: Three (3) additional years of experience practicing law at the advanced working level within the Connecticut legal system may be utilized to satisfy the special experience requirement.

**Special Requirement:**

Must be admitted to practice law in the State of Connecticut.

**Application Instructions:**

Interested candidates should submit a letter of application and resume with details of experience and training, along with names and contact information for three (3) professional references to:

**Connecticut State Colleges & Universities**  
**Board of Regents for Higher Education**  
**Steven Weinberger, Vice President for Human Resources**  
**39 Woodland Street**  
**Hartford, CT 06105**  
**Telephone: (860) 493-0252**  
**Fax: (860) 493-0085**  
**Email: [weinbergers@ct.edu](mailto:weinbergers@ct.edu)**

Applications must be postmarked no later than the closing date listed above. **All required documents must be submitted to be considered for interview.**

The Board of Regents for Higher Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Board does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Board does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the

Board's nondiscrimination policies should be directed to Leah Glende, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, State of Connecticut, Board of Regents for Higher Education, 61 Woodland Street, Hartford, CT 06105, 860-244- 7794. lglende@commnet.edu.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**