



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	General Counsel & Acting Commissioner
POSITION NO.	502200
LOCATION	Warwick
REPORTS TO	Interim President
GRADE	BOE 19
WORK SCHEDULE	Non-Standard; 35 hours per week
REVISION DATE	July 2019

JOB SUMMARY:

Services as general counsel to the Community College of Rhode Island and coordinates legal services for the Rhode Island system of public higher education.

DUTIES AND RESPONSIBILITIES:

- Advises institutional and system leaders about matters of public sector and higher education law, employment and labor issues, and employment discrimination.
- Manages litigation for the Rhode Island system of higher education, working with institutional attorneys, outside counsel as appropriate, and counsel for insurer(s).
- Drafts and reviews contracts that require approval and works with institutional representatives to ensure that contracts are submitted in a timely fashion for review.
- Manages the public/private partnership regulations, working with institutional representatives, the finance committee of the board, and the state ethics commission.
- Provides legal support for the regulation of proprietary schools operating in Rhode Island.
- Works to ensure consistency of policies at the institutions.
- Provides advice about the legal basis for policies that are developed by office staff for adoption by the President.
- Provides staff support for the personnel committee of the board and assists that committee in conducting evaluations of the President.
- Coordinates the work of attorneys in the system.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Law degree from an accredited institution and licensed to practice law in the state of Rhode Island.
- Significant prior experience with employment and labor law in the public sector required.
- Significant experience in promulgating public sector policy.
- Significant knowledge and experience in litigation, particularly in the area of employment discrimination.
- Strong computer fluency including the ability to conduct legal and other research on the computer.
- Excellent human relations skills.
- Excellent oral and written skills.

PREFERRED QUALIFICATIONS:

- Knowledge of higher education legal issues and higher education experience preferred.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.