



## CLARK ATLANTA UNIVERSITY

### Job Description

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|------------------------|--------------------------------------------------------------------------------|
| <b>Position Title:</b> | <b>Deputy General Counsel</b>                                                  |
| <b>Department:</b>     | Office of the General Counsel                                                  |
| <b>Reports To:</b>     | General Counsel and Assistant Corporate Secretary                              |
| <b>FLSA Status:</b>    | Exempt                                                                         |
| <b>Work Modality:</b>  | On-Site (with potential for Hybrid eligibility after demonstrated performance) |

*The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.*

#### ***General Function (Description):***

Clark Atlanta University seeks an experienced, strategic, collaborative, and relationship-oriented attorney to serve as Deputy General Counsel. As the second-in-command within the Office of the General Counsel and a key member of the University's legal leadership team, the Deputy General Counsel helps lead the delivery of legal services and advances the strategic priorities established by the General Counsel and Assistant Corporate Secretary.

The Deputy General Counsel provides operational oversight of the Office of the General Counsel, including legal, compliance, and board relations functions, while serving as a principal advisor on complex, high-impact legal matters. The successful candidate will be a practical and entrepreneurial problem-solver who excels at building processes, managing competing priorities, and fostering strong partnerships across the University in a fast-paced environment.

This position plays a central role in ensuring the effective delivery of legal services, strengthening institutional compliance and governance, and supporting the University's research enterprise. The University has a strong preference for candidates with significant experience advising R1 or R2 research institutions on legal and regulatory issues affecting sponsored programs, research administration, technology transfer, research compliance, and faculty scholarship. The role is ideal for a highly motivated attorney who enjoys balancing strategic leadership with day-to-day execution and is energized by the opportunity to help shape and strengthen a growing institution. The Deputy General Counsel serves as Acting General Counsel in the absence of the General Counsel and Assistant Corporate Secretary.

This position is classified as on-site. Limited hybrid flexibility may be considered only after the employee has demonstrated strong work ethic, reliability, and performance in the role. Hybrid eligibility is not guaranteed and is determined by the needs of the institution, as determined by the General Counsel and Assistant Corporate Secretary.

**Please submit your application, resume and cover letter to [dgcsearch@cau.edu](mailto:dgcsearch@cau.edu).**

#### ***Essential Duties and Responsibilities:***

##### ***Leadership and Operations***

- Serve as the principal deputy to the General Counsel and Assistant Corporate Secretary, ensuring execution and leadership continuity of departmental priorities and strategic initiatives
- Assist in the management of day-to-day operations of the legal, compliance, and board relations

functions, ensuring alignment with institutional priorities and the strategic direction set by the General Counsel

- Implement and operationalize the strategy, direction, and priorities established by the General Counsel
- Exercise delegated authority to make decisions on legal and operational matters, as appropriate, on behalf of the General Counsel
- Supervise and mentor Associate General Counsel(s) and other legal, compliance, policy, and board relations staff, and ensure accountability for performance and outcomes
- Manage workflows, track progress, and ensure timely execution of legal and compliance work across the department
- Oversee assigned legal and functional areas and ensure consistent execution of policies, practices, and legal strategy
- Identify opportunities to improve legal service delivery, create scalable processes, and implement innovative solutions that enhance efficiency and effectiveness across the department
- Serve as Acting General Counsel in the absence of the General Counsel and Assistant Corporate Secretary, with full responsibility for the University's legal affairs

#### Compliance and Regulatory

- Oversee and help strengthen the University's legal and operational compliance framework, ensuring adherence to applicable federal, state, and local laws and regulations
- Manage and coordinate responses to audits, investigations, and regulatory inquiries, including those involving:
  - U.S. Department of Education
  - Office for Civil Rights (OCR)
  - Equal Employment Opportunity Commission (EEOC)
  - National Science Foundation (NSF)
  - National Institutes of Health (NIH)
  - Other applicable federal and state agencies
- Advise leadership on requirements related to Title IV, Title IX, Clery Act, FERPA, and other key regulatory regimes
- Develop and deliver training, guidance, and practical tools to support institutional compliance and risk management

#### Research, Sponsored Programs, and R1/R2 Institutional Support

- Provide senior-level legal counsel and strategic guidance supporting the University's research enterprise and continued growth as an R2 institution. Candidates with prior experience advising R1 or R2 research universities are strongly preferred
- Advise on legal and regulatory requirements governing sponsored programs, grants, and research contracts, including compliance with federal sponsor requirements
- Oversee legal aspects of research collaborations, subawards, industry partnerships, and technology transfer initiatives
- Counsel on matters involving intellectual property, export controls, data use, conflicts of interest, and research integrity
- Partner with research leadership to strengthen compliance infrastructure and align with federal sponsor expectations

#### Litigation and External Counsel Management

- Oversee litigation matters and manage relationships with outside counsel
- Prepare for and represent the University in litigation, mediations and administrative hearings, as assigned by the General Counsel, including drafting of necessary pleadings
- Ensure effective use of external legal resources
- Oversee responses to subpoenas, claims, and other legal processes affecting the institution

#### Governance, Policy, and Board Relations

- Support and, as delegated, lead legal aspects of governance and board relations functions
- Develop a working knowledge on governance structures, fiduciary obligations, and institutional decision-making processes
- Oversee preparation and legal review of Board of Trustees and committee materials
- Assist in the development and revision of University policies and administrative procedures.
- Monitor legal developments and ensure timely integration into institutional policy and governance practices

#### Collaboration and Service

- Deliver responsive, solutions-oriented legal service that advances institutional goals while managing risk, serving as a trusted advisor and valued partner to faculty, staff, administrators, and University leadership
- Communicate complex legal concepts clearly and effectively to non-legal stakeholders
- Provide responsive, high-quality legal service that contributes to a culture of professionalism, accountability, and excellence within the legal department and across the University

#### Other Duties

- Perform other related duties as assigned

#### **Knowledge, Skills and Abilities:**

- Executive presence, emotional intelligence, and interpersonal skills necessary to build credibility, trust, and productive relationships across the institution.
- Proven leadership experience managing legal teams, operations, and cross-functional initiatives within a complex organization.
- Significant experience advising on complex, high-risk legal matters, preferably within higher education, nonprofit, or similarly regulated environments.
- Demonstrated entrepreneurial mindset, with the ability to build and improve processes, drive operational effectiveness, and perform successfully in a fast-paced environment with shifting priorities.
- Strong knowledge of higher education legal and regulatory frameworks (e.g., Title IV, Title IX, Clery Act, FERPA, Section 504) and institutional compliance practices.
- Experience supporting research-intensive institutions, including sponsored programs, grants, contracts, intellectual property, research compliance, and R1/R2 environments strongly preferred.
- Exceptional legal analysis, negotiation, drafting, and problem-solving skills, with the ability to independently manage sophisticated matters and transactions.
- Excellent written and oral communication skills, including the ability to translate complex legal and regulatory issues into clear, practical, and actionable guidance.
- Demonstrated proficiency in drafting and revising policies, contracts, and other legal documents, as well as using legal research and collaborative drafting tools.
- Strong organizational and project management skills, with the ability to manage multiple high-priority

matters, meet deadlines, and synthesize input from diverse stakeholders.

- High ethical standards, sound judgment, discretion, and the ability to provide practical, business-oriented legal advice.

***Minimum Hiring Standards:***

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|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education/Certifications</b>                  | <ul style="list-style-type: none"><li>• Juris Doctor (J.D.) from an ABA-accredited law school</li><li>• Licensed to practice law in Georgia and in good standing, or eligible for admission within twelve (12) months</li></ul>                                                                                                                                                                                                                                                     |
| <b>Years of Experience</b>                       | <ul style="list-style-type: none"><li>• Minimum of eight (8) years of relevant legal experience, including senior-level responsibility</li><li>• Experience in higher education, nonprofit, or complex institutional environments preferred</li><li>• Significant experience supporting a research-intensive institution, including an R1 or R2 university, strongly preferred</li><li>• Demonstrated experience advising executive leadership on strategic legal matters</li></ul> |
| <b>Years of Management/Supervisor Experience</b> | Minimum of five (5) years                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Physical Effort and Work Environment</b>      | Work is performed in a professional office setting and requires the ability to handle multiple priorities, meet deadlines, and collaborate across diverse constituencies. Limited hybrid flexibility may be considered based on performance and institutional needs.                                                                                                                                                                                                                |

***Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer***