

**HOWARD UNIVERSITY  
Position Description**

<b>POSITION TITLE:</b>	Associate General Counsel	<b>SALARY GRADE:</b>	HU-14
<b>DATE REVISED:</b>	December 1, 2014	<b>EEO CODE:</b>	01
<b>JOB CODE:</b>	2202	<b>FLSA STATUS:</b>	Exempt
<b>BARGAINING UNIT:</b>	N/A		

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

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**BASIC FUNCTION:** The purpose of this position is to provide legal representation for the University in a variety of litigation matters.

**SUPERVISORY ACCOUNTABILITY:** Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

**NATURE AND SCOPE:** Internal contacts include a variety of university officials, academic Deans and Directors. External contacts include procurement vendors and various contacts from educational organizations.

**PRINCIPAL ACCOUNTABILITIES:** Conducts legal research and prepares related memoranda. Also supervises research performed by paralegals and interns.

Reviews claims and matters that may become legal claims and prepares related correspondence.

Prepares and supervises preparation of legal documents such as pleadings, dispositive motions, responses to charges and information requests, agreements, opinions and advisory memoranda.

Gathers and supervises other staff in the gathering of factual information related to University legal matters.

Independently represents the University in legal quasi-legal proceedings, including the District of Columbia courts and the federal courts having jurisdiction over District of Columbia matters. Also may represent the University in hearings, meetings, and other forums related to University legal matters.

Drafts and negotiates, for subsequent approval by University officers, commitments involving University resources, principally settlements of claims, other agreements and statements of University policy.

Responds to University officials' requests for advice in areas of responsibility. Also serves as office resource on current status of law and emerging legal developments in these areas.

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<b>BARGAINING UNIT:</b>	N/A		

Provides legal expertise and otherwise represents the office in meetings with University officials and individuals outside the University.

**CORE COMPETENCIES:** Ability to litigate adversarial matters on behalf of the University before juries and the courts, as well as prepare briefs and argue matters before appellate courts.

Ability to plan, direct and conduct independent legal research and related analyses on a variety of legal issues.

Ability to write lucid, persuasive, properly substantiated legal documents and to strengthen such skills in others.

Ability to plan, direct, and conduct fact-finding investigations and develop related recommendations.

Ability to argue, listen and negotiate effectively.

Superior verbal and written communication skills.

Ability to identify possible need for action and to plan, oversee, and personally carry out appropriate assignments with minimal guidance or supervision.

Ability to work productively under pressure, to adhere to and enforce deadlines, and to project need for and effectuate team efforts required to meet deadlines.

Ability to follow guidance and to provide effective guidance.

Ability to establish and maintain harmonious and effective work relations with students, staff, faculty, University officials and the general public.

**MINIMUM REQUIREMENTS:** Advanced degree in Law or related field and minimum of 7-10 years of relevant experience. 14 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

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**DATE REVISED:** December 1, 2014                              **EEO CODE:** 01  
**JOB CODE:** 2202    **FLSA STATUS:** Exempt  
**BARGAINING UNIT:** N/A

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
                                 Department Manager/Supervisor

**CERTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
                                 Department of Compensation & Performance Management