



**HOWARD UNIVERSITY**  
**Position Description**

<b>POSITION TITLE:</b>	Sr. Associate General Counsel	<b>SALARY GRADE:</b>	HU-15
<b>DATE REVISED:</b>	December 01, 2014	<b>EEO CODE:</b>	01
<b>JOB CODE:</b>	2201	<b>FLSA STATUS:</b>	Exempt
<b>BARGAINING UNIT:</b>	N/A		

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.

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

**CORE COMPETENCIES:** Actual trial experience, including substantial work in the area of employment discrimination and breach of contract.

Excellent oral and written advocacy skills and the ability and knowledge to teach such skills in others.

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

Ability to plan, direct and conduct independent legal research and related analyses.

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

Ability to argue, listen and negotiate effectively.

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

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.

Competence in both oral and written English.

**MINIMUM REQUIREMENTS:** Advanced degree in Law or related field and 10-12 years of relevant experience. 15 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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**BARGAINING UNIT:** N/A

**SIGNATURES REQUIRED:**

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

**DATE:** \_\_\_\_\_

**CERTIFIED BY:** \_\_\_\_\_  
Department of Compensation and Performance Management

**DATE:** \_\_\_\_\_