Assistant General Counsel, Business Law – Tax
The University of Texas System, Office of General Counsel

Salary $130,000+, negotiable
Location: Austin, Texas (Selected candidate may work remotely through 2021)
To Apply: Visit https://www.utsystem.edu/offices/human-resources/prospective-employees/career-opportunities

Purpose of Position

The University of Texas System Office of General Counsel, which advises the UT System's 14 academic and health-related institutions, seeks a versatile attorney with particular experience in tax law to provide legal advice, counsel, and representation on tax matters. The ideal candidate will also be eager to collaborate and problem-solve with clients and team members on other legal issues.

Essential Functions

- Independently and, as necessary and appropriate, in collaboration with outside counsel, provide legal advice and counsel regarding local, state, federal and international tax matters, including unrelated business income tax, unemployment compensation, nexus and multi-state reporting, payroll taxes and withholding at source, excise taxes, executive compensation/section 4958 compliance, ad valorem and property taxes, nonresident aliens, employee benefits, deferred compensation, retirement plans, sales and use tax, fuels excise and severance tax, hotel occupancy tax, compliance and self-correction for qualified employee plans, international treaties/operations/investments, and acquisitions.

- Assist development offices with charitable giving matters, including lifetime giving, planned giving, the analysis of estates and trusts, will contests, cy pres and equitable deviation.

- Draft legal opinions, memoranda and other work product.

- Propose, draft, interpret, and apply relevant UT System policies for business transactions.

- Review and interpret proposed or new state and federal legislation, regulations, and subregulatory guidance.

- Perform other duties as assigned.

Knowledge, Skills, & Abilities

- Translate legal concepts to, and develop solutions with, a variety of clients, including administrators, other professionals, and other relevant stakeholders.

- Exhibit excellent oral and written communications, analytical and conflict management skills.

- Communicate effectively with clients and team members.

- Foster and promote a diverse and inclusive workplace.

- Work independently and collaboratively, in person and remotely.

- Embody and support OGC's Service Principles.

Required Qualifications

- Juris Doctor degree from a law school accredited by the American Bar Association.

- Licensure to practice law in Texas, or full licensure in Texas within 12 months of hire.

- At least five years' experience as a licensed, practicing attorney, with a particular background in tax.

Preferred Qualifications

- LL.M. degree in Taxation, Tax Law or International Tax from a law school accredited by the American Bar Association

Working Conditions

N/A

Additional information

Diversity and inclusion are core values in OGC and this system of higher education institutions, which serve the needs of a diverse and growing state. To that end, our review of applications will embrace the principles of UTS187 (a UT System interviewing policy), the Mansfield Rule (a voluntary diversity initiative for legal employers), and the veterans' and former foster children employment preferences (state laws), all of which are intended to promote diverse interview pools. OGC is also committed to hiring, compensating, and promoting regardless of race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation.

The University of Texas System Administration is proud to be an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation, during the application process and otherwise, may be requested by contacting the Office of Talent and Innovation.