**Overview**

The Office of General Counsel is seeking an Associate General Counsel to provide legal counsel and support to the University's schools, colleges, portal campuses, global sites, and administrative units, in the areas of employment law (both international and domestic), employee benefits, immigration matters, and university governance and policy. The Associate General Counsel shall serve as point of contact for all global employment-related legal matters. Responsibilities include researching, analyzing, and advising on employment and labor related laws and regulations; advice and counsel on employment-related matters including, but not limited to hiring employees, employee discharge, employment practices, policies, investigations, agency matters, and employee benefits; representing the University in employment claims and litigation, including supervising outside counsel; representing the University in agency charges (e.g., NLRB, EEOC, OSHA, DOL, NYSDHR, NYCCHR); advising on University policy relating to university governance issues relating to faculty matters, immigration, and benefit laws; and providing advice on labor issues in connection with union grievances and arbitrations.

**Responsibilities**  
  
**Required Education:**  
Juris Doctorate (J.D.) Candidates must be members of the New York Bar or eligible for immediate membership and  
  
**Required Experience:**  
7+ years related professional legal experience in employment law. Strong interpersonal skills and excellent oral and written communication skills. Strong academic and professional credentials, demonstrated judgment and discretion, and admission to the New York Bar, or eligibility for immediate admission.  
  
**Required Skills, Knowledge and Abilities:**  
Excellent analytical skills and ability to communicate and advise effectively. Legal knowledge and experience in the areas of employment, labor, employee benefits, and equal opportunity. Excellent written and oral communication skills and creative problem-solving skills; excellent interpersonal skills, including ability to work collegially with diverse personnel. Must be highly ethical and a team player.

**Qualifications**

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