

Assistant General Counsel, Business Law

Hiring department [Ofc of General Counsel](#)

Monthly salary \$11,250+, negotiable

Hours per week 40.00 Flexible from 700AM to 600PM

Posting number

Job Status

FLSA status Exempt

Earliest Start Date Negotiable

Position open to all applicants

Location Austin, TX

Number of vacancies 1

General Notes

None provided

Required Application Materials

- To be considered, applicants must upload these required materials in one combined document and complete all sections of the online application.
 - Resume
 - Letter of interest
 - Three professional references

Additional Information

About us

[The University of Texas System](#) consists of eight academic and five health institutions. It is primarily based in Austin, TX and is responsible for the central management and coordination of the thirteen institutions. Diversity and inclusion are core values for UT System and OGC, which serves the needs of a diverse and growing state. To that end, our review of applications for this position 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.

We are pleased to offer a variety of benefits to our employees. Please visit [Benefits Summary](#) to view information on health insurance, retirement savings plans, paid leave, paid holidays, wellness/gym facility, covered parking and more.

Purpose of Position

With over 243,000 enrolled students, \$3.4 billion in annual research expenditures, a \$24.2 billion operating budget, 8.6 million outpatient visits, 356 members of national academies and 144,000 employees, The University of Texas System is a state university system with global impact, and a legal client of tremendous scope and diversity.

In the Office of General Counsel, we help our clients solve problems that affect their diverse educational, research, and business missions. Formally, we are a full-service legal department composed of 31 attorneys in three practice groups: Business Law, General Law, and Health Law. In partnership with other campus-based attorneys, we serve all 13 institutions of the UT System.

But no single day is typical for any of our universities, so our commitment is to provide or, when necessary, develop all the substantive expertise our clients need. For that reason, the ideal candidate will be an individual who thrives in, and can promote, an atmosphere of constant communication with, and problem-solving for, our diverse clients, including UT System officials; academic, business and health leaders at our institutions; and campus-based attorneys.

The selected candidate will report to the Senior Associate General Counsel & Managing Attorney for Business Law and provide legal advice, counsel, and representation on business matters. The attorney's work will primarily focus on

contracting and procurement but may range into other areas critical to the business operations of The University of Texas System institutions, including but not limited to intellectual property and real estate.

Essential Functions

- Collaborates in a team-oriented approach to delivering legal services
- Drafts and negotiates contracts for goods and services. (20%)
- Reviews proposed transactions, licenses, contracts, and other agreements to assure compliance with federal and Texas law and applicable UT System Regents' Rules and UT System policies. (20%)
- Advises clients regarding all aspects of contracting and procurement. (30%)
- Conducts legal research and prepares written and oral legal opinions regarding contracting and procurement matters. (5%)
- Drafts, interprets, reviews, and advises clients regarding UT System Regents' Rules and UT System policies involving contracting and procurement. (5%)
- As necessary, drafts and negotiates contracts related to intellectual property matters. (5%)
- Communicates effectively with clients and OGC leadership, attorneys, and staff.
- Other duties as assigned. (15%)

Marginal/Incidental functions

Other related functions as assigned.

Required qualifications

- Graduation from a law school accredited by the American Bar Association.
- Admission to Texas Bar, or for out-of-state applicants licensed in another jurisdiction, Admission without Examination within six months of hire date.
- At least 7 years' experience as a licensed attorney, with a strong background in and principal focus on contracting and procurement.
- Effective written/oral communication skills and ability to manage a broad range of complex issues in a collaborative environment.

Preferred Qualifications

- Experience in drafting, negotiating, and advising clients on contracting and procurement involving some of the following industries: government, computer software, utilities, medical, higher education, energy, and oil and gas.
- Experience in drafting, negotiating, and advising clients on intellectual property matters involving some of the following industries: computer software, medical, pharmaceutical, publishing, higher education, energy, oil and gas, and branding/advertising/marketing.
- Experience in contracting and procurement with attitude of a generalist that can assist with full range of business issues in a variety of commercial contexts.

Working Conditions

Security sensitive; conviction verification conducted on applicant selected.

The retirement plan for this position is Teacher Retirement System of Texas (TRS), subject to the position being at least 20 hours per week and at least 135 days in length. This position has the option to elect the Optional Retirement Program (ORP) instead of TRS, subject to the position being 40 hours per week and at least 135 days in length.

The University of Texas System Administration is 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 may be requested by contacting the Office of Employee Services.