Assistant Counsel

Office of the General Counsel

Georgetown University

For more information and to apply for this position, please visit the [job description on the Georgetown Career Opportunities web site](https://georgetown.wd1.myworkdayjobs.com/en-US/Georgetown_Admin_Careers/details/Assistant-Counsel_JR13273?q=Attorney&timeType=9a2007d609bf458685882f089c38c51e&locations=03e1bf0ced3447d497856b80efdd0595), and click on “Apply.“

Job Overview

The Office of General Counsel advises University senior leadership and Deans’ offices on faculty- and student-affairs related matters, and works closely with Human Resources on staff matters.  At any given time, the office is engaged in an extensive amount of counseling work, along with handling grievances, agency charges, claims, and litigation, and working closely with the Office of Institutional Diversity, Equity and Affirmative Action (“IDEAA”).

Working closely with the senior attorneys in the office, the Assistant Counsel is responsible for providing legal advice, counseling, and training on the full range of employment and student affairs arising at Georgetown University.

Requirements and Qualifications

* Juris Doctorate.
* D.C. bar membership (or immediate eligibility for such membership).
* Three or more years of experience as a practicing attorney and/or judicial law clerk.
* Experience in employment and civil rights law, higher education law, and/or general civil litigation is preferred.
* Well-developed analytic and writing skills. Excellent communication and interpersonal skills.
* Collegial working style, sound judgment and flexibility.
* Covid 19 vaccination. Georgetown University requires students, faculty, staff and visitors to be fully vaccinated against COVID-19 and to have received a COVID-19 vaccine booster shot when eligible, or to have an approved medical or religious exemption. Complete details and updates can be found in the [Coronavirus (COVID-19) Resource Center](https://www.georgetown.edu/coronavirus/)