**Associate Counsel - Office of General Counsel - Georgetown University**

**Job Overview**

Georgetown’s[Office of General Counsel](https://counsel.georgetown.edu/) advises Executive Vice Presidents’ and Deans’ offices on student matters, and works closely with the Division of Student Affairs. At any given time, the office is engaged in an extensive amount of counseling work, along with handling student grievances, agency charges, claims, and litigation, and working closely with the Office of Institutional Diversity, Equity and Affirmative Action (“IDEAA”) and the Office of Title IX Compliance. The Office of General Counsel also works on a wide variety of corporate, transactional and governance matters with offices around the University.

The **Associate Counsel** provides advice on the full range of legal issues related to student life and academics, including Title IX and other civil rights statutes, academic integrity, student health and safety matters, threat assessment, Clery Act, and University policy development and compliance.  They also advise on a wide range of corporate, transactional and governance matters.

**Work Interactions**

Reporting to the General Counsel, the **Associate Counsel** interacts regularly with University administrators, faculty, and staff.  They also work closely with other attorneys in the office with responsibility for student affairs and corporate matters.

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**Requirements and Qualifications**

* Juris Doctorate degree
* D.C. bar membership **or** immediate eligibility for such membership
* 5+ years of experience as a practicing attorney and/or judicial law clerk
* Well-developed analytic and writing skills
* Excellent communication and interpersonal skills, with demonstrated ability to handle counseling matters independently
* Collegial working style, sound judgment and flexibility

**Preferred Qualifications**

* Experience in student affairs and civil rights law, higher education law, and/or general civil litigation
* Experience advising on corporate or governance matters

**Work Mode:**

**Hybrid.** Please note that work mode designations are regularly reviewed in order to meet the evolving needs of the University. Such review may necessitate a change to a position’s mode of work designation. Complete details about Georgetown University’s mode of work designations for staff and AAP positions can be found at [Mode of Work Designation](https://hr.georgetown.edu/mode-of-work-designation/).

**Submission Guidelines:**

To submit an application, click [here](https://georgetown.wd1.myworkdayjobs.com/en-US/Georgetown_Admin_Careers/details/Associate-Counsel---Office-of-General-Counsel---Georgetown-University_JR16043?q=counsel). Please note that in order to be considered an applicant for any position at Georgetown University you must submit a cover letter and resume for each position of interest for which you believe you are qualified. These documents are not kept on file for future positions.

**Need Assistance:**

If you are a qualified individual with a disability and need a reasonable accommodation for any part of the application and hiring process, please click [here](http://ideaa.georgetown.edu/ada) for more information, or contact the Office of Institutional Diversity, Equity, and Affirmative Action (IDEAA) at 202-687-4798 or [ideaa@georgetown.edu](mailto:ideaa@georgetown.edu).

Need some assistance with the application process? Please call 202-687-2500. For more information about the suite of benefits, professional development and community involvement opportunities that make up Georgetown's commitment to its employees, please visit the Georgetown Works [website](https://georgetownworks.georgetown.edu/).

**EEO Statement:**

Georgetown University is an [Equal Opportunity/Affirmative Action Employer](https://policymanual.hr.georgetown.edu/https%3A/policymanual.gudrupal.georgetown.edu/201-Equal-Employment-Opportunity-Affirmative-Action) fully dedicated to achieving a diverse faculty and staff.  All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, national origin, age, sex (including pregnancy, gender identity and expression, and sexual orientation), disability status, protected veteran status, or any other characteristic [protected by law](http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf)*.*

**Benefits:**

Georgetown University offers a comprehensive and competitive benefit package that includes medical, dental, vision, disability and life insurance, retirement savings, tuition assistance, work-life balance benefits, employee discounts and an array of voluntary insurance options. You can learn more about benefits and eligibility on the [Department of Human Resources website](https://benefits.georgetown.edu/staff/enrolling/).