Florida Agricultural and Mechanical University

Florida Agricultural and Mechanical University (Florida A&M University), the number one public university among Historically Black Colleges and Universities, is one of 12 state-supported universities in Florida. The University is governed by a 13-member Board of Trustees, which is governed by the Florida Board of Governors. Florida A&M University was established as a land grant institution by the Legislature in 1890 in the capital city of Tallahassee. The University has a current enrollment of approximately 10,000 students and 548 faculty members who provide instruction, research, and service through 14 colleges and schools. The University has been a historic leader in recruiting National Achievement Scholars and has been number one in the production of African American baccalaureate graduates. In addition to 56 outstanding baccalaureate programs, Florida A&M University offers 29 master’s level programs, three (3) professional programs, and 11 Ph.D. programs.

General Counsel

Florida Agricultural and Mechanical University is pleased to announce the acceptance of applications for the position of General Counsel. The General Counsel serves as the Chief Legal Officer of the University and reports directly to the President. In this capacity, the General Counsel is responsible for directing and overseeing the Office of the General Counsel, including attorneys and support staff, regarding various legal, administrative, operational, and audit related issues impacting the University and is responsible for managing financial transactions including approvals for travel, payroll, purchasing, and personnel. This position is responsible for providing legal advice to the University Board of Trustees and the President, members of the senior leadership team and other senior level administrators as appropriate. This hands on position requires supervising and managing all legal matters affecting the University including, but not limited to, interpreting laws and regulations, and conducting investigations; Supervising regulation and policy development on behalf of University Board of Trustees and the Corporate Secretary in accordance with the Florida Board of Governors Regulation and Development Procedure. The incumbent will draft and promulgate the University Board of Trustees regulations, policies and procedures as appropriate and assist with the preparation of the Board of Trustees meeting agenda and any necessary legal documents for the meeting. This position is responsible for preparing, reviewing, negotiating and approving legal instruments for the University for form and legal sufficiency; Interacts with and represents the University’s interests to external agencies of state and federal government as needed. The General Counsel’s duties also encompass managing outside counsel retained by the University and the Division of Risk Management to provide representation in legal proceedings. Additional duties within this role includes, but is not limited to: Identifying and investigating legal issues and conducting research and studies to provide recommendations and proposals relating to all areas of expanded responsibility reporting directly to the Division of Legal Affairs; Coordinates and implements the University’s Title IX compliance efforts, Equal Opportunity Programs, Affirmative Action, American with Disabilities Act and Risk Management administration; Serves as legal liaison to the State University System and the State of Florida; and performs other duties as assigned in furtherance of the mission, strategic priorities and core values as assigned by the President.

The chosen incumbent will be a seasoned licensed attorney that is able to demonstrate critical thinking based on in-depth data, substantiating information, considering and respecting others input and personal values and ethics. Must have the abilities to strategically plan and serve as a catalyst for organizational change, cultivate a shared vision with others and motivate others to transfer vision to action; Provide leadership and direction in programmatic, budgetary and operational functions; Adhere to ethical business practices; Promote ethical behavior; and maintain and improve personal and team effectiveness, and foster changes and creativity; and Identify trends, predict impact of actions on systems operations, detect discrepancies in the function of an organization and action to correct performance. Should have an in-depth understanding and ability to interpret and apply federal, state and local laws, ordinances, rules and regulations to include interpreting and applying related University Board of Trustees regulations, policies and procedures. Incumbent will have a Law degree (L.L.B or J.D) and four (4) years of related experience as an attorney. Must be a member of the Florida Bar or become a member within 12 months of employment.

Application: Electronic acceptance of applications will begin on Monday, March 7, 2016 through Friday, April 8, 2016. Interested candidates should submit the following information: Cover letter, resume, and Florida A&M University employment application by visiting http://www.famu.edu/index.cfm?hr&Employment.

Florida Agricultural and Mechanical University is an Equal Opportunity/Equal Access Employer, including minorities, women, veterans and individuals with disabilities. The successful candidate is subject to a pre-employment screening which includes a review of criminal records, reference checks and verification of education. Please call (850) 599-3076 if accommodation due to a disability is needed to apply for this position. This search is being conducted under Florida law, including the Sunshine law and public records law.