

## Staff Attorney (Part-time)

Position Title: Staff Attorney (Part-time)

Department: General Counsel & Board of Regents

Advertised Pay: Competitive Rate of Pay (Part-time 20hrs/week)

Location: Washburn University

The screening committee will review all eligible applications submitted by March 17, 2023

**Position Summary:** The University staff attorney, under general supervision, supports the General Counsel in contracts administration, legal research and analysis, and drafting and filing of pertinent legal documents. Provides a full range of legal support functions on varied and complex duties, tasks, and projects supporting Washburn University. This is a part-time benefit-eligible exempt position with the opportunity to work a hybrid remote schedule after the initial training period.

### Essential Functions:

Review contracts and affiliation agreements.

Perform research and attend meetings about creating new or revisions of existing Washburn policies, regulations and procedures.

Independently prepare correspondence, memoranda, notes, reports, pleadings, subpoenas, affidavits, legal briefs, and other documents in compliance with University policies and procedures, and administrative agency, federal, state, and local court requirements.

Respond to Kansas Open Records Act requests, including but not limited to, communicating with various Washburn departments to determine what records exist and identifying relevant exceptions to disclosure under the Act.

Ability to maintain confidentiality regarding sensitive issues and information and exercise discretion in dealing with sensitive or potentially sensitive topics.

Perform research and interpret state, federal, and local laws and regulations on various topics as assigned by General Counsel.

Evaluate and respond to potential legal claims under the supervision of the General Counsel.

Perform additional job-related duties as assigned or as appropriate.

### Required Qualifications:

- JD from an ABA-accredited law school.
- Admission to the Kansas State Bar.
- Two years of experience reviewing, drafting or negotiating contracts for a legal practice.
- Demonstrated ability to synthesize complex information into easily digestible formats.
- Proven ability to work independently, manage several projects simultaneously, and meet deadlines.
- Proven work history with a commitment to the highest ethical standards.
- Demonstrated ability to use sound independent judgment and professional integrity.
- Proven record of providing prompt and effective research, analytical, and writing skills.
- Demonstrated ability to build and maintain professional collaborative relationships with diverse groups across an organization, as well as stakeholders and community members.
- The ability to accurately and effectively prioritize and respond to issues and requests.
- License to practice law in Kansas.

### Preferred Qualifications:

- Two years of experience in higher education or government setting working with contracts.
- A demonstrated understanding of FERPA, HIPAA, and copyright/trademark law in the context of contractual rights and obligations.

### Special Instructions to Applicants:

- This is a part-time, benefit-eligible exempt position averaging 20 hours per week.
- Background Check Required