

Staff Attorney, Part-time Washburn University

Department: General Counsel and Board of Regents

Application review is immediate and ongoing until the position is filled.

Link to website: <https://careers.washburn.edu/cw/en-us/job/492391?ApplicationSubSourceID=>

Washburn University is accepting applications for a Staff Attorney to join the General Counsel and Board of Regents team. Do you enjoy legal research, analysis, and contract administration? Our vacant staff attorney role may be the position for you. At Washburn, we value a healthy work/life balance and offer great benefits and other programs in support of the employee.

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.

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.

Background Check is Required

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.

Washburn is an EOE and is dedicated to providing a student-centered and teaching-focused academic and work environment. We seek candidates who are committed to Washburn's efforts to create a campus climate that fosters the growth and development of a diverse student body, and we encourage applications from members of groups that have been historically underrepresented and/or marginalized in higher education.

Washburn University provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status.