



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**POSITION:** General Counsel

**LOCATION:** President's Office

**REPORTS TO:** President

**GRADE:** BOE 19

**JOB SUMMARY:** Services as general counsel to the Community College of Rhode Island and coordinates legal services for the Rhode Island system of public higher education.

**DUTIES AND RESPONSIBILITIES:**

- Advises institutional and system leaders about matters of public sector and higher education law, employment and labor issues, and employment discrimination.
- Manages litigation for the Rhode Island system of higher education, working with institutional attorneys, outside counsel as appropriate, and counsel for insurer(s).
- Drafts and reviews contracts that require approval and works with institutional representatives to ensure that contracts are submitted in a timely fashion for review.
- Manages the public/private partnership regulations, working with institutional representatives, the finance committee of the board, and the state ethics commission.
- Provides legal support for the regulation of proprietary schools operating in Rhode Island.
- Works to ensure consistency of policies at the institutions.
- Provides advice about the legal basis for policies that are developed by office staff for adoption by the President.
- Provides staff support for the personnel committee of the board and assists that committee in conducting evaluations of the President.
- Coordinates the work of attorneys in the system.

**QUALIFICATIONS:**

- Law degree from an accredited institution and licensed to practice law in the state of Rhode Island
- Significant prior experience with employment and labor law in the public sector required
- Significant experience in promulgating public sector policy

**Knight Campus**

**QUALIFICATIONS (Continued):**

- Significant knowledge and experience in litigation, particularly in the area of employment discrimination
- Knowledge of higher education legal issues and higher education experience preferred
- Strong computer fluency including the ability to conduct legal and other research on the computer
- Excellent human relations skills
- Excellent oral and written skills

**CCRI is an Equal Opportunity / Diversity Employer.**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.