



Job Classification Description

**ASSOCIATE GENERAL COUNSEL
NON-BARGAINING UNIT**

**No Grade
EXEMPT**

BASIC FUNCTION:

To assist the VSC general counsel in a variety of legal matters including representation of the Board of Trustees and Chancellor; work with outside counsel; collective bargaining; advising the Chancellor and College Presidents and Deans on employee, student, and business issues; analysis of legislation; reviewing contracts; provision of training to College staff; and writing and interpreting policies and procedures.

CHARACTERISTIC DUTIES & RESPONSIBILITIES:

- Develop proposals for collective negotiations, participation in collective negotiations, liaison with Federation representatives and oversee negotiated agreements and other personnel policies and procedures.
- Assist the Chancellor and General Counsel with a wide range of legal counsel and representation.
- Assist the colleges and system in the development of programs and activities to support the missions of the colleges and the system.
- Assist in the development of system policies for student life.
- Support cooperative actions with government agencies, representation of the VSC in legislative processes.
- Work with college Presidents and Deans and other key administrators on a wide range of legal and personnel matters.
- Assist the Audit Committee and Personnel and Student Life Committee of the Board of Trustees.
- Represent the VSC on committees, councils, task forces and other groups directed by the Chancellor and/or the Board of Trustees.
- Keep abreast of current developments in personnel, legal and higher education requirements.
- Perform other related duties as assigned by the Chancellor.

SUPERVISION RECEIVED:

Direction is received from the General Counsel.

SUPERVISION EXERCISED: None

MINIMUM QUALIFICATIONS:

Licensed to practice law in Vermont (or subject to licensure within six months of hire) and three years of relevant legal experience.

Familiarity with:

- higher education principles, practices and procedures;
- the principles, practices and procedures associated with collective bargaining, grievances, and contract administration; and
- federal and state laws relative to employment and education for the public higher education institutions.
- Ability to exercise judgment and discretion in preparing, applying and interpreting VSC policies and procedures.
- Ability to deal effectively with a wide range of individuals/groups internally and externally.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.