

University of California, Berkeley

Chief Campus Counsel

ABOUT THE UNIVERSITY

The University of California was founded in 1868, born out of a vision in the State Constitution of a university that would "contribute even more than California's gold to the glory and happiness of advancing generations."

Home to more than 30,000 undergraduates and more than 11,000 graduate students, Berkeley is internationally renowned for excellence and pioneering achievements across all disciplines. At the heart of its preeminence are approximately 1,500 ladder-rank faculty dispersed among more than 130 academic departments and 80 research units. Berkeley's professors are highly distinguished researchers, scholars, and leading experts in their fields, as attested by their many Nobel Prizes, other distinguished awards, and memberships in the most prestigious learned societies. The campus is supported by nearly 9,000 talented and diverse staff working across 20 different job categories.


Overall, UC Berkeley ranked No. 1 in the latest (2018) U.S. News & World Report undergraduate rankings of public U.S. universities, claiming the top position for the 20th straight year.

For more information about the campus please visit <http://www.berkeley.edu>

POSITION OVERVIEW

Each of the 10 UC campuses has its own Office of Legal Affairs, headed by a Chief Campus Counsel, who has a dual reporting relationship to the Chancellor of her/his particular campus and to the systemwide [Office of General Counsel \(OGC\)](#), which is located in Oakland and is headed by the University of California's General Counsel and Vice President of Legal Affairs. The UC Berkeley Chief Campus Counsel leads the [Office of Legal Affairs \(OLA\)](#) and a team of five, including three attorneys.

The Chief Campus Counsel is part of the [Chancellor's Cabinet](#) in which s/he provides thoughts and advice on a variety of strategic and critical issues facing the campus. This position is also a professional peer and colleague of the deputy General Counsel and other Chief Campus Counsels systemwide. The primary focus of this role is to assist the Chancellor, EVCP, and campus leadership by providing legal advice and assisting the General Counsel in coordinating legal services for the Berkeley campus.



The Berkeley Chief Campus Counsel carries a legal work portfolio and serves as an advisor to, and works collaboratively with, the Chancellor, Executive Vice Chancellor and Provost (EVCP), and other senior campus leaders, responding to the wide range of issues that may arise on the campus, either by providing advice directly or in consultation with other university attorneys, or by engaging the services of outside counsel. The role includes providing counsel on highly complex legal matters and problems involving the Berkeley campus; leading administrative and/or management initiatives, advising and rendering opinions to the Berkeley Chancellor, EVCP, and senior management with respect to the legal implications of establishing or changing policy; and working with representatives of campus units on developing and modifying practices and procedures to conform with legal requirements and reduce risk.

The higher education environment requires flexibility, creativity, judgment, integrity and comfort in dealing with an extensive array of legal matters in a complex, diverse, and distributed organizational structure. The Chief Campus Counsel must understand the legislative, regulatory, and public policy environment affecting higher education in California and the United States. She or he provides sound, timely advice and counsel on a strikingly broad range of legal matters or problems, including but not limited to labor and employment, land use and environmental law, First Amendment issues, university policy and governance, equity and inclusion, disability, business transactions, international and research collaboration initiatives, technology, privacy and records management, intercollegiate athletics, student conduct, sexual harassment and violence, and transactional matters involving copyright, intellectual property, and technology transfer. As UC Berkeley is a high-visibility, forward-thinking, decentralized institution with a rich history and a key role in shaping cultural discourse, the Chief Campus Counsel's role will reflect that complexity and challenge.

POSITION DUTIES AND RESPONSIBILITIES

- Serve as the primary legal support and advisor to the Berkeley Chancellor and EVCP, and as a member of the Chancellor's Cabinet, providing timely, practical, and responsive legal advice on a variety of issues associated with the administration, management, and operation of the campus.
- Serve as a trusted strategic partner to the Chancellor, EVCP, and campus leadership responding to and solving problems as they arise, offering honest and accurate assessments of legal risk, while respecting the business judgment of university administrators.
- Manage the Office of Legal Affairs (OLA) while also maintaining a significant individual legal portfolio/case load. Ensure the OLA maintains or develops appropriate subject matter expertise to meet the emerging legal needs of campus. Expected to be a subject matter expert in a few such areas.

- Apprise the UC General Counsel of all material developments at the Berkeley campus affecting the legal rights, obligations, opportunities, and risks of the university. Coordinate and consult with the General Counsel and undertake specific legal assignments at the direction of the General Counsel. Represent the needs of the campus to the Office of General Counsel as appropriate and ensure coordinated follow-up through resolution of issues.
- Understand the diverse needs and agendas of various stakeholder groups and communicate effectively with administrators, students, faculty, and staff. Demonstrate a proactive approach to establishing effective relationships with key internal (local and system-wide) and external constituencies.
- Serve as a senior campus advisor on institutional policy and decision-making that requires a legal perspective. Recommend improvements to campus and systemwide policies and participate on committees to review and improve policies and practices. Interpret policies developed by the UC Office of the President or the campus, help develop procedures/practices for their implementation, and educate others about them. Proactively identify legal issues and their associated risks to the university and facilitate compliance with legal and regulatory requirements and university policies.
- Inspire and develop creative and innovative approaches to addressing challenges and problems. Identify, promote, and implement best practices at the campus and recommend best practices for use by UC's attorneys at the campus and throughout the system.
- Identify goals and objectives for UC Berkeley's Office of Legal Affairs and manage a high-quality, service-oriented legal operation. Provide oversight, management, and professional development for a small unit of high-performing professionals and administrative staff.

QUALIFICATIONS AND SKILLS

This seasoned leader will possess a background, experience, and competency in the following areas:

Education, Experience & Legal Background

Required qualifications

- J.D. from a nationally recognized law school. Current membership, in good standing, in the State Bar of California or passage of the July 2018 bar exam.
- Approximately 15 or more years of complex, high-level legal experience after receiving law degree.
- Demonstrated leadership and management experience with a group of professionals and support staff.

- Solid understanding of and demonstrated experience with the range of legal issues affecting major public research universities. Experience with providing sophisticated legal advice and counsel reflecting sound judgment, political acumen, sensitivity, and substantive in-depth legal knowledge.

Preferred Qualifications

- Experience as in-house or outside counsel in higher education.
- Knowledge of and experience with community relations and complex organizations, including governmental and other public agencies.

Leadership

- Aptitude for building trust and credibility with senior leaders in order to function effectively as the "wise counsel" in providing legal advice and guidance.
- Strong leadership and planning skills and the ability to inspire confidence from internal and external stakeholders.
- Outstanding interpersonal skills to interact effectively and develop and maintain productive working relationships with an array of diverse individuals and constituencies.
- Ability to maintain a sense of calm and a posture of compassion when responding to or working with those who have experienced distress or traumatic events.
- Ability to identify and develop the talent in others with the capacity to lead and motivate a professional team to meet high client service expectations in an extremely visible organization.
- Commitment to learning the extensive policies and procedures of the university. A demonstrated history of successfully working with complex structures, constant change, ambiguity, and managing multiple and sometimes conflicting stakeholder agendas.
- Demonstrated capacity to act as a team player in all circumstances, as defined by contributing to the successful outcome of initiatives and operations of others.

Solution-oriented Strategy & Communication

- Superior verbal and written communication skills, and an ability to synthesize voluminous and complex information, summarize for executive leadership, and clearly articulate the priorities of a complex and dynamic organization.
- Capability to think strategically, assess short-term and long-term legal and business challenges, identify opportunities, and recommend strategies to accomplish business objectives.
- Ability to prioritize and execute quickly to help move people to decisions, facilitating solutions that satisfy the needs of stakeholders and gain compromises without damaging relationships.
- Skill to represent institutional concerns persuasively to internal and external parties, and to advocate for and influence others on campus positions.

Political Acumen & Judgment

- A strong relationship-builder exhibiting judgment, tact, diplomacy and the sophisticated political acumen necessary to navigate multiple constituencies, dual reporting lines, and a complexity of issues. This position will require successful integration of input from the Chancellor, EVCP, and other academic and administrative leaders, as well as the Office of General Counsel.
- Proven ability to maintain strict confidentiality with regard to sensitive issues and information, and exercise discretion and sound judgement in dealing with sensitive or potentially sensitive topics.
- Ability to lead by influence and consensus, and to make and communicate hard decisions; building credibility to win support for those decisions.
- The highest degree of personal integrity and ethics, with a strong visible commitment to the teaching, research, and public service mission of UC Berkeley.
- A passion for championing Berkeley's values, including a particular focus on the vital role that diversity and inclusion have in guiding how we achieve our mission. Willingness to exemplify and promote the [UC Berkeley Principles of Community](#).

APPLICATION PROCESS

Please send an email to CCCsearch@berkeley.edu to request detailed application instructions. Applicants will be required to register for the search and upload a letter of interest and résumé as a single PDF document by the February 9, 2018 application deadline.

Inquiries and nominations may also be sent to CCCsearch@berkeley.edu. Inquiries, nominations, and applications will be held in strict confidence.

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. The university reserves the right to make employment contingent upon successful completion of the background check.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>