



**ASSOCIATE GENERAL COUNSEL
(Contract Law)**

The University of Nebraska invites applications for the position of Associate General Counsel.

Position: This is a full-time staff attorney position in the office of the Vice President & General Counsel of the University of Nebraska. The Office of the Vice President & General Counsel is responsible for all legal matters affecting the University of Nebraska and provides legal services to the Board of Regents, the President, the Chancellors, administrative officers, and others on the four campuses of the University system and at Central Administration.

This position is located in Omaha, Nebraska, at the campus of the University's academic medical center, UNMC, with occasional travel to other campuses. Duties and responsibilities of this position will involve performance of general legal services for the University under the direction of the Vice President & General Counsel, with an expected emphasis on contract matters, including drafting, negotiating, and reviewing a wide variety of contracts. The successful candidate will primarily provide counsel and support to UNMC on contract matters, including, but not limited to, contracts related to procurement and acquisition, real estate, information technology, license and service agreements, as well as other duties as assigned. The successful candidate also will provide legal support to the other campuses of the University system as well as Central Administration. Exceptional candidates may be considered regardless of the expected areas of emphasis. Salary will commensurate with experience, plus benefits. The successful candidate will be required to complete a criminal background check.

Required Qualifications: B.A./B.S., plus an earned J.D. degree and at least three years of relevant experience as a practicing attorney in the United States and a member in good standing of the Nebraska State Bar, or be eligible for admission to the Nebraska bar under Nebraska Court Rule Section 3-119 as a Class 1-B applicant within one year following the hiring date.

Preferred Qualifications: Prior experience at an academic medical center or another institution of higher education. Superior academic record. Excellent independent judgment and analytic decision-making skills, excellent oral and written communication skills, and strong interpersonal skills. Demonstrated aptitude for strategic thinking, an ability to anticipate problems, a track record of timely completion of projects and assignments, and a keen ability to summarize and explain legal complexities.

Application Procedure: Submit application materials online at <https://careers.nebraska.edu> with an applicant profile and include a letter of application addressing the professional attributes mentioned above; a current resume; and the names, addresses and telephone numbers of three professional references. Applications will be accepted until the position is filled. Review of application materials will begin on January 25, 2019. If you need an accommodation in order to apply, please contact 402-472-3701.

For additional information on the University of Nebraska visit: www.nebraska.edu.

The University of Nebraska is an Affirmative Action/Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, gender identity, sexual orientation or protected veteran status.