



# MONTCLAIR STATE UNIVERSITY



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## Position Specification

# University Counsel

This Position Specification is intended to provide information about Montclair State University and the position of **University Counsel**. It is designed to assist qualified individuals in assessing their interest in this position.

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## DIVISION OF HUMAN RESOURCES

150 Clove Road | Little Falls, NJ 07024 | 973-655-5293

# Overview: Montclair State University

Montclair State University was founded in 1908 as the New Jersey State Normal School in Montclair and conferred degrees to its first class of 45 graduates in 1910. Today, it is the second largest University in New Jersey, one of four public research institutions in the state, and a leading institution of higher education ranked among the top 200 national universities in the country by *U.S. News & World Report*.

Designated a Research Doctoral University by the Carnegie Classification of Institutions of Higher Education, the University's ten degree-granting schools and colleges serve more than 20,000 undergraduate and graduate students with more than 300 doctoral, master's and baccalaureate level programs. Some 5,200 students are resident on campus. The University offers all the resources of a leading public research institution. A student-to-faculty ratio of 17 to 1 and average class size of 23 provide students with individualized attention from a top-tier faculty. Campus life is vibrant and varied. Student athletes compete in 18 NCAA Division III varsity sports. More than 120 organizations and clubs serve student interests.

The dynamic diversity of the University's community has been acknowledged by the U.S. Department of Education through its recognition of Montclair State as a Hispanic-Serving Institution (HSI), and by *Diverse: Issues in Higher Education* as a "Top Degree Producer" among institutions that confer the most degrees to minority students, and its long tradition of civic engagement has been recognized by the Carnegie Foundation for the Advancement of Teaching with its Community Engaged Campus designation.

An established leader in educational innovation, Montclair was the first New Jersey state college to offer master's degrees and the first of New Jersey's nine state colleges to offer a doctoral program. Montclair broadcasts the nation's first educational television programs. The campus is home to a number of leading-edge centers, including: the Center for Autism and Early Childhood Mental Health; the ADP Center for Teacher Preparation and Learning Technologies; the Center for Research and Evaluation in Education and Human Services; the Center for Child Advocacy; the Center for Clinical Services; the Passaic River Institute; the PSEG Institute of Sustainability Studies; the Sokol Institute for Pharmaceutical Life Sciences; the Center for Cooperative Media; and the innovative Feliciano Center for Entrepreneurship. Its new Ultra HD TV production studios, built in cooperation with SONY, are unequaled at any campus in the nation.

Combining the advantages of a large university – comprehensive course choices, world-class teachers, state-of-the-art facilities and a diverse community – with the personal attention of a much smaller school, Montclair State University offers unmatched intellectual and cultural opportunities for students from the undergraduate to doctoral levels.

## Montclair, New Jersey: An Exceptional Location

The University's park-like, 252-acre campus is primarily located in Montclair, New Jersey, a diverse suburban community of nearly 38,000 residents. A picture-perfect college town, Montclair is filled with cafés and bistros, boutiques and restaurants, movie theaters and art galleries. It is home to the Montclair Film Festival, and the Montclair Art Museum, which is nationally known for its diverse collections. Live theater venues include the Montclair Operetta Company and the Wellmont Theatre.

There are numerous parks and nature reserves in Montclair, as well as public tennis courts, skating rinks and swimming pools. The town is home to minor league baseball's New Jersey Jackals, a rugby club and a cricket team.

Montclair's public schools serve students from kindergarten through grade 12, as do a number of private and parochial schools.

The neighboring towns of Bloomfield, Clifton and Little Falls each offer restaurants, shops and cultural activities to explore, while Newark – New Jersey's largest city and hub for professional sports and big-name concerts – is minutes away.

Montclair is just 12 miles west of New York City. Two campus train stations provide regular service into and out of Manhattan.



# The Opportunity

University Counsel is the chief legal officer of the University reporting directly to President Jonathan Koppell and provides legal guidance to the President, Vice Presidents, and Board of Trustees.

University Counsel serves as the University's principal liaison with the New Jersey Attorney General's Office and with outside counsel.

University Counsel will serve as a key advisor to President Koppell as he leads Montclair to be the model 21st century public service research university.

## Duties and Responsibilities

University Counsel is responsible for providing proactive legal advice and consultation on a wide range of legal-policy matters, compliance, crisis management, and risk management matters. In addition, University Counsel provides a wide range of legal services, including federal and state statutory and compliance obligations; business contracts related to procurement, construction, and real estate transactions; employment; intellectual property and technology transfer; international employment and immigration law issues, law enforcement; open records; and general higher education law.

University Counsel is responsible for supervising litigation and the procurement and monitoring of outside legal services; developing policies and regulations where there are legal considerations; conducting legal research; and tracking legislation, regulatory developments and court decisions that may have an impact on the University.

## Qualifications

### **REQUIRED:**

- J.D. degree from an ABA accredited law school.
- Membership in good standing in the New Jersey bar, or eligibility to practice law in New Jersey as in-house counsel pursuant to N.J.R. 1:27-2.
- Minimum of ten years of experience in positions relevant to directing the legal affairs of a large, complex organization.

### **PREFERRED:**

- Legal experience in public higher education and/or the public sector.
- Litigation, compliance, and contract experience.
- Excellent research, writing and communication skills
- Strong representational and presentation skills

- Ability to function effectively in a fast-paced environment with multiple and changing priorities and objectives
- Ability to lead and manage a team effectively.
- Exceptional intelligence, good judgment, discretion, and integrity.

## Diversity, Equity & Inclusion Statement

Montclair State University is committed to establishing and maintaining a diverse campus community that is representative of the State of New Jersey through inclusive excellence and equal opportunity. Montclair State University's commitment to access and equity is designed to prepare each graduate to thrive as a global citizen. As an affirmative action, equal opportunity institution we are working to support a campus-wide agenda to foster a community that both values and promotes the varied voices of our students, faculty, and staff. The University encourages candidates to apply who will contribute to the cultural tapestry of MSU.

## Procedure for Candidacy

Applicants should include a resume and cover letter describing how their background, skills and education match the needs of the University. When applying, please take a moment to carefully read and follow the steps in the application instructions.

[https://montclair.wd1.myworkdayjobs.com/en-US/JobOpportunities/job/Montclair-NJ/University-Counsel\\_R1002198](https://montclair.wd1.myworkdayjobs.com/en-US/JobOpportunities/job/Montclair-NJ/University-Counsel_R1002198)

Review of applications will begin immediately and continue until the position is filled.

Montclair State University is an Equal Opportunity/Affirmative Action institution with a strong commitment to diversity. Additional information can be found on the website at:

[www.montclair.edu/human-resources/about-us/eo-aa-and-diversity/](http://www.montclair.edu/human-resources/about-us/eo-aa-and-diversity/)

