

The George Washington University is seeking an **attorney** to join the team of lawyers in its Office of General Counsel providing quality legal services on strategic, legal and public policy issues. The successful candidate will be a lawyer who thrives in an environment that provides legal advice and counseling on a broad range of cutting edge issues that confront a large urban research institution, working with skilled professionals in a variety of fields. The position presents the opportunity to address issues common to many large enterprises, as well as issues unique to a major institution of higher education located in the heart of the nation's capital.

We are seeking an attorney who will focus on the wide range of issues presented in the higher education context and who has a particular interest in the business and regulatory aspects of higher education. Ongoing responsibilities may include:

- the negotiation and review of contracts and other legal agreements relating to business affairs and transactions;
- financial matters, including banking and debt collection; and
- governance matters relating to non-profit institutions, including drafting of agendas, support materials, and resolutions for the Board of Trustees.

This individual will report directly to the Senior Vice President and General Counsel and will have both supervised and independent responsibility for providing legal advice to senior university administrators and may assist in retaining and working with outside counsel. The successful candidate may also assist in supervising and delegating tasks and responsibilities to junior attorneys, law clerks, and office staff.

The successful candidate will be an independent self-starter who is also able to contribute to the office's team environment. Candidates **must have at least three (3) years of relevant experience** and, preferably, have experience with legal issues that affect colleges and universities. The successful candidate will also have a strong academic record, excellent analytical and communication skills, be proficient in computer and internet skills, and have the ability to retain perspective and a sense of humor. He or she will be a member of or eligible for immediate admission to the DC Bar.

Salary and title will be commensurate with experience and qualifications.

To ensure consideration of your application, please use the online process at www.gwu.jobs. We will consider applications as they are received and continue until the position has been filled.

The George Washington University is an Equal Employment Opportunity/Affirmative Action Employer and does not unlawfully discriminate against any person on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation. The policy covers all programs, services, policies, and procedures of the University, including admission to education programs and employment. The University is subject to the District of Columbia Human Rights Act.