



Position Profile

University General Counsel

Bowling Green State University (BGSU) located in Bowling Green, Ohio is searching for a *University General Counsel* to serve as the chief legal affairs officer in coordination with the Ohio Attorney General's Office providing legal advice to the President; the Board of Trustees; University executive, administrative, and academic officers; and others.

The University

Established in 1910, BGSU is a student-centered public university located approximately 25 miles south of Toledo. It combines the personal atmosphere of a small college with the opportunities of a major university. The University provides over 200 academic undergraduate programs, 67 master level programs, and 14 doctoral programs. The student population is over 21,000, including 2,000 at the Firelands campus, which makes BGSU the 4th largest public university in the state. BGSU is the number one producer of teachers in Ohio, and the 14th largest nationally.

The University is well positioned to maintain its level of service to students and the public as evidenced by its fiscal 2007 highlights:

- Net assets increased to \$395.0 million, an increase of \$29.4 million over 2006, primarily a result of increases in unrestricted assets and investment in capital assets, net of related debt.
- Operating revenues increased by \$7.3 million compared to the prior year with \$9.4 million directly related to increased student tuition and fees offset by a decrease of \$1.7 million related to auxiliary enterprises.
- Operating expenses of \$353.7 million increased by \$12.7 million. Educational and general expenses increased by \$12.4 million in with auxiliary enterprise expenses, remaining flat.

The total employment is approximately 4,000, of which 921 are full-time faculty members, who devote their energies to teaching, research, and working closely with students to achieve their full potential.

Office of General Counsel

BGSU's Office of General Counsel has a staff of three, including an Associate General Counsel, paralegal and administrative assistant, in addition to the General Counsel. The General Counsel's office functions in close collaboration with the State Attorney General's office, and deals with the wide-ranging and growing legal issues facing a large state university. The staff in the office also works closely with appointed Special Counsel from outside law firms for specific legal specialties (i.e., intellectual property and technology transfer fields, as well as workers' compensation and labor relations).

Responsibilities of the General Counsel

Reporting to the President, the General Counsel will serve as a member of the President's Cabinet and manage the day-to-day operations of the Office of General Counsel, which includes managing all office employee and budget matters; tracking and monitoring the progress of projects, action items, strategies, and timeliness of response; and establishing cooperative working relationships with the University's internal and external constituencies. S/he as the top legal advisor will:

- Provide legal advice to the President, the Board of Trustees, University executive, administrative, and academic officers, and other University officers.
- Supervise and coordinate legal representation provided by the Attorney General's Office and the appointed Special Counsel firms.
- Review, advise and assist with legal documents, contracts, policies, procedures, practices, actions, or any matter having legal significance to the management and operation of the University.
- Review, advise and assist with property acquisitions, license agreements, construction contracts, leases, personnel matters, public records requests, insurance matters, patent, trademark and copyright matters and labor relations.
- Provide advice and guidance on matters such as University governance, student affairs, contracts, policy information, employment issues and grievances, health care, intellectual property, business development issues such as partnerships with corporation, real property transactions, public relations, construction, and commercial transactions.
- Advise and assist with compliance reviews by governmental agencies, higher education regulatory agencies and internal audits.
- Work with internal committees – when specifically assigned by the President or his designee – concerned with the formulation and enforcement of University rules and policies.
- Coordinate all the University's litigation before courts and administrative agencies.
- Serve as the chief liaison person regarding legal matters between the University and affiliated organizations.

Key Objectives

The responsibilities of the General Counsel's office are broad and complex. Interviews with key stakeholders have identified the importance of the General Counsel, as the University's top legal advisor, to manage University risk by being proactive (keeping current on emerging issues and developing appropriate policies) and reactive (providing expert advice and counsel in a time of crisis).

Clients have also stated the need for legal training and education, and the need to streamline internal processes to expedite the legal review of time sensitive documents. Additionally, s/he must build and manage key relationships internal and external constituents.

Qualifications and Experience

A law degree from an ABA-accredited law school and license to practice law in the state of Ohio, or eligible to obtain such license promptly after hiring, are required for the position, and 10+ years of relevant legal experience is desired, with higher education experience preferred.

The University prefers a General Counsel with knowledge of Ohio law and “generalist” experience. It is desired that s/he have in-depth knowledge of business and contract law, intellectual property law, employment law, Title IV funding, and familiarity with licensing agreements. Experience with the Family Educational Rights and Privacy Act (FERPA) and public records and open meeting statutes also are desired areas of expertise.

Personal Characteristics

The General Counsel must possess a passion for living the BGSU Core Values of:

- Respect for one another
- Cooperation
- Intellectual and spiritual growth
- Creative imaginings
- Pride in a job well done

BGSU has a highly effective model of shared governance, a culture where one must build effective relationships and work collaboratively to get things done. The General Counsel must enjoy working as part of a team in the best interest of the University and its mission.

S/he must be of the highest integrity, one who practices as an “advisor” and “confidant” to all clients across the University. The General Counsel must be a leader with the confidence to make tough decisions and the diplomacy to influence others. S/he must respect and advocate for shared governance and be able to:

- Build consensus among diverse stakeholders.
- Communicate in a direct, transparent, honest and forthright manner.
- Articulate legal matters in terms understandable to various audiences.
- Live a management style that is collaborative and collegial.
- Be approachable, willing to listen, and welcome open and challenging debate.

Compensation

The compensation package is competitive and will include a base salary; comprehensive healthcare; a choice of retirement plans including the Ohio Public Employees Retirement System or an Alternative Retirement Plan; and tuition assistance for the employee, spouse and children. Relocation assistance will also be provided.

Quality of Life in Bowling Green and Surrounding Areas

Bowling Green, located in the northwest region of Ohio, received its name in 1834 from an early postal carrier, Joseph Gordon, who previously lived and worked in Bowling Green, Kentucky. The current downtown commercial center originated in 1846 when L. C. Locke purchased land (today's 139 S. Main St.) to establish his home and a store, and he also built the area's first

factory. With the dawn of the 20th Century Bowling Green officially received city status in 1901 and the community gained prominence as an educational center when Ohio's legislature established the State Normal College (now Bowling Green State University) in 1910.

The City is proud of its community's heritage and achievements and its potential for the future. The personality and character are depicted by the City seal, which portrays education, industry, and agriculture. Although not far from larger urban areas, Bowling Green, the county seat of Wood County, is complete, self-supporting, and independent. Residents believe it is the ideal small city—large enough to provide excellent service but small enough to know and care about its citizens—a place where friends and strangers alike are greeted with warmth by all.

Approximately 25 miles from Toledo, Bowling Green, with a population of nearly 30,000, is a lively and attractive community with a charm that interweaves the traditions of the past with the progress of the present. This municipality is a city of energetic and forward-looking people from all walks of life who are genuinely concerned about their community and how it grows and prospers. The City's aim is to make all citizens, students and visitors alike feel that they are part of and welcome in this community. With all of these attributes, Bowling Green is a friendly and pleasant place to live, visit, work, play and study.

Whether you want to bike along a 17-mile trail or enjoy the sounds of jazz & blues at the Black Swamp Arts Festival, Bowling Green offers a wide variety of recreational opportunities. The Bowling Green Parks and Recreation Department provides recreation, sport, fitness, aquatic and outdoors environmental programs and facilities that enhance the quality of life. The parks system consists of 225 acres of nature preserves, shaded picnic groves, athletic fields, parks, hiking trails, and swimming pools.

Northwest Ohio (Toledo), located on Lake Erie and bisected by the Maumee River, possesses the attributes of a large cosmopolitan area, while retaining the advantages of small-town atmosphere and charm. Plenty of recreational, sporting, and cultural activities can be found year round in Northwest Ohio. The area is home to an extensive Metro park system, a nationally recognized zoo and symphony orchestra, a world-renowned museum of art, and a variety of neighborhood festivals.

For additional information, please contact:



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