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| **Overview**  The purpose of the position is to provide legal counsel and support in multiple areas, focused primarily on the University's financial operations and investment office. With respect to financial operations, this position will be the primary point of contact for all aspects of financial operations, including support of the Chief Financial Officer, Treasurer's Office, and Controller's Office. Among other things, the Associate General Counsel will handle the University's financings in conjunction with outside counsel and advise on private use and post-transaction compliance and review credit card and banking agreements. The Associate General Counsel's work with the Investment Office includes review of investments and investment manager agreements.  **Responsibilities**  Required Education: Juris Doctorate (J.D.) New York State Bar membership and  **Required Experience:** 7+ years including substantial corporate hands-on legal experience  **Preferred Experience:** Experience within an academic institution, large organization or government agency preferred.  **Required Skills, Knowledge and Abilities:** Legal knowledge and experience in the area of corporate finance; reviewing, revising and negotiating financing documents, including both taxable and tax-exempt financings, and investment documents; experience in drafting, reviewing, revising and negotiating contracts; sensitivity to issues involving universities; preference for familiarity with non-profits; excellent written and oral communication skills; and excellent interpersonal skills, including ability to work collegially with diverse personnel. Must be highly ethical and a team player. Knowledge of nonprofit tax law a plus. |
| **Job Requirements**  **Alias:**requirements  284 / 227 |  |

**Qualifications**  
  
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