**Overview**

The purpose of the position is to provide legal counsel and support primarily with respect to the University's financial and treasury operations, with a secondary focus on the University's real estate operations and other corporate and transactional matters as needed. This position will be the primary point of contact for all aspects of financial and treasury 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 and negotiate a variety of finance-related agreements. The Associate General Counsel will also represent the University in real estate transactions and handle a variety of other corporate and transactional matters as needed.

**Responsibilities**

**Required Education:**
Juris Doctorate (J.D.) New York State Bar membership and

**Required Experience:**
7+ years including substantial hands-on legal experience in the area of corporate finance, including both taxable and tax-exempt debt financings

**Preferred Experience:**
Experience within an academic institution, large nonprofit 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; experience in drafting, reviewing, revising and negotiating a variety of finance-related agreements including those relating to banking, audit and accounting, tax, insurance, payment processing, lending, and other financial services; familiarity with real estate agreements including leases, purchase and sale documents, and construction-related agreements; sensitivity to issues involving universities; preference for familiarity with nonprofits; 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

**Preferred Skills, Knowledge and Abilities:**
Must be well versed in quality data collection to ensure adequacy, accuracy and legitimacy of data in NYU systems and be able to strictly follow data privacy and security procedures for data handling and analysis to ensure adherence to legal and institutional standards.

**Qualifications**

NYU aims to be among the greenest urban campuses in the country and carbon neutral by 2040. Learn more at nyu.edu/nyugreen.

EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity

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