**Overview**

This position will provide legal counsel and support to the University's schools, colleges, portal campuses, global sites, and administrative areas. The Office of General Counsel seeks a litigator with strong client counseling skills to support and collaborate with the Student Affairs, Litigation, and Employment practice group, primarily focusing on counseling and research related to student affairs and representing the University in litigation, agency, and other legal disputes arising out of student issues, as well as general litigation matters. This attorney will have primary responsibility for certain legal matters and will support more senior attorneys in the office on other matters, requiring both the ability to independently manage all aspects of a litigation or other legal matters, as well as the ability to contribute as part of a team. This position has the opportunity to work closely with members of the University community and requires a collaborative, mission-oriented approach to counseling. The position may supervise, on a project basis, outside counsel, legal assistants, paralegals, and interns.

**Responsibilities**

**Required Education:**
Juris Doctorate (J.D.) Bachelor's degree and JD (from ABA-accredited law school) required. Candidates must be members of the New York Bar or eligible for immediate membership.

**Required Experience:**
3+ years related professional legal experience, strong academic and professional credentials, excellent oral and written communication and creative problem-solving skills, the ability to work collegially with diverse personnel, demonstrated judgment and discretion, and admission to the New York Bar, or eligibility for immediate admission.

**Preferred Experience:**
3+ years Professional experience within an academic institution is beneficial but not required.

**Required Skills, Knowledge and Abilities:**
Seeking a hands-on junior to mid-level litigator who is a strong advocate and effective counselor with the abilities, knowledge, and skills to: • compose and edit legal briefs, pleadings, position statements and other written materials. • handle, personally or with limited to moderate supervision based on the complexity of the matter, all aspects and phases of litigation in New York state and federal courts and at administrative agencies, as well as alternate dispute resolution, and oversee and manage outside litigation counsel. • have knowledge of civil procedure, discovery, trial practice and appellate practice, legal research and legal documentation procedures and requirements. • apply principles of both logical and creative thinking to a wide range of practical problems and opportunities facing a complex, global institution. • respond effectively and appropriately to confidential inquiries or complaints. • work independently as a leader and collaboratively as a member of a team. Excellent interpersonal skills and an interest in higher education required.

**Qualifications**

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