

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**University Attorney
Legal Affairs
Regular Full-Time Position
Position Number 565000**

General Description

As the university's chief legal officer, oversees and manages the provision of all legal services to the institution to ensure maximum protection of its legal rights and to maintain its operations within the limits prescribed by law. Assists officers of the institution and other upper management in carrying out the mission of the institution. Reports directly to the President of the University, with secondary reporting to the General Counsel for the Tennessee Board of Regents for all legal matters.

Primary Duties and Responsibilities

- Negotiate, prepare, review, approve, and interpret contracts and other legal instruments to which University is or contemplates being a party.
- Assist the Office of the Attorney General in representing the University in litigation. This assistance will include document and witness preparation, research, etc.
- Serve as liaison between the University and external investigating agencies. Oversee the University's responses to such agencies.
- Through the University's Director of Affirmative Action, whose work shall be performed under the auspices of the University Attorney, oversee investigations, policies, processes, and procedures relating to claims of discrimination involving the University or its personnel.
- Consult with and advise faculty, staff, and administrators on legal matters, including all applicable state, federal laws, and local laws, and University and TBR policies.
- Formulate, implement, interpret, and review rules, policies, practices, guidelines, and procedures for faculty, staff, students, and persons doing business with or participating in the programs and activities of the University.
- Frequently interact with external public such as students, persons doing business or involved in legal proceedings with University, and their attorneys, contact with public officials and staff of other governmental agencies with members of the press, and with a broad range of other persons in connection with the business and functions of the University.
- Continuously monitor University policies to assure that they are in compliance with relevant TBR policies, as well as relevant state and federal laws. Participate in policy update and revision as needed to assure continued compliance.
- Supervise personnel assigned to the office of Legal Affairs.
- Perform other duties and special projects as assigned.

Essential Functions

- Ability to provide competent legal advice and counsel to senior university officials on a wide range of legal and policy issues.
- Knowledge of the range of applicable laws and regulations which impact all facets of university policy and operations.
- Skill in budget preparation and fiscal management.
- Ability to analyze and interpret issues and to prepare legal opinions.
- Ability to develop and deliver presentations.
- Knowledge of the principles and procedures of legal research.
- Ability to communicate and interact with officials at all levels of government.
- Knowledge of the judicial system and procedures.

Essential Functions continued

- Knowledge of institutional policies, procedures and regulations, and the legal environment with which they operate.
- Knowledge of legal documentation procedures and requirements.
- Knowledge of current and developing legal issues and trends in area of expertise.
- Skill in negotiation strategies and techniques.
- Knowledge of faculty and/or staff hiring procedures.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of contract law.
- Ability to foster a cooperative work environment.
- Ability to develop and implement legal strategies and solutions.
- Knowledge of community legal resources.

Required Minimum Qualifications

- Doctor of Jurisprudence from an accredited U.S. law school and licensure (or currently eligible for licensure or reciprocity) in the State of Tennessee.
- Five years legal experience.
- Demonstrated competence in establishing positive working relationships and effective communications with students, faculty, staff and administrative colleagues.
- Commitment to a culturally diverse employment and educational environment.
- A background check will be required of the successful applicant.
- An official transcript and names, addresses and phone numbers of three (3) references will be required for the successful applicant.

Additional Preferred Qualifications

- Seven to ten years legal and administrative experience in a higher education setting.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS