

Associate General Counsel
Tufts University

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Downloaded On: Jul. 22, 2025 1:00am

Posted Jul. 21, 2025, set to expire Dec. 31, 2025

Job Title	Associate General Counsel
Department	Office of University Counsel (OUC)
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Legal
Job Website	https://jobs.tufts.edu/jobs/22091?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

All applicants must submit a cover letter along with their resume. The cover letter should highlight the applicant's interest in working for Tufts University and include their experience working in fast-paced legal environments including a description of the applicant's work and professional ethics in advising busy clients on labor, employment, student, or other matters.

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The Office of University Counsel (OUC) is responsible for managing the legal affairs of the university, including advising the schools and divisions on a variety of legal issues. OUC coordinates the delivery of all legal services for Tufts University. OUC provides advice and support to Tufts' administrative and academic personnel on a broad range of matters, including employee relations, immigration, student affairs, real estate transactions, contracts, intellectual property matters, litigation and other disputes, policy development and other compliance related issues, among many other legal areas impacting the University. OUC also coordinates the selection and supervision of outside law firms.

What You'll Do

The Associate General Counsel will report to and work closely with the Deputy General Counsel for Labor, Employment and Dispute Resolution in the Office of University Counsel (OUC) to support the University's diverse legal needs as may be required, with an emphasis on employment and labor matters, student matters, Titles IV, VI and IX matters and support on a wide range of disputes in a variety of settings throughout the university.

Legal Advising:

- Provide legal guidance to various university clients.
- Stay abreast of legal and compliance issues that affect higher education and prepare memoranda and/or other client facing documents and/or advice with relevant updates
- Collaborate closely with colleagues in the OUC and compliance offices.
- Build relationship of trust with university leadership and other constituencies relying on deep listening skills, client care principles (e.g., timely responses, updates and follow-up as appropriate) and adherence to applicable rules of professional responsibility, including model rule 2.1.
- Communicate legal advice clearly to a variety of clients and constituents (both orally and in writing)

Litigation Management:

- Provide litigation, arbitration mediation and dispute support in the areas of employment and labor matters and student matters.
- Collaborate with University Counsel on responding to discovery requests, monitoring litigation and assist attorneys in overseeing outside counsel.
- Prepare memoranda on legal issues involved in litigation. Advise on new issues that may pose liability to Tufts

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Legal Research and Writing:

- Perform legal and factual research on a variety of issues.
- Write legal memoranda on applicable laws. Assess impact of new legal issues on university management

Contracts:

- Draft and review university contracts and agreements.
- Work with outside counsel in reviewing and editing contracts

Policies and Bylaws:

- Draft and review university policies and bylaws for completeness, clarity and compliance with new laws, regulations and best practice.
- Develop memoranda of law and questions/answers to explain policies and procedures

Information Delivery / Training Sessions:

- Provide guidance to clients on a variety of higher education legal issues (e.g., compliance, sponsored research, development and charitable giving, employment, student affairs, privacy).
- Prepare training programs for university departments

Legal Office Knowledge Management:

- Contribute to the enhancement of the office's information resources and systems, including website, internal tools, files, etc., in an evolving collaborative content management environment.

What We're Looking For

Basic Requirements:

- Juris Doctor from an accredited law school
- 10+ years of experience
- Must be licensed to practice law in Massachusetts **OR** is eligible for admission to the Massachusetts Bar
- Experience with labor, employment and litigation in a fast paced environment
- Knowledge and skills typically acquired through experience in relevant practice areas

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- Ability to work independently, within the parameters of specific and general assignments, and to bring intellect and legal training to bear in analyzing and discussing complex legal issues while at the same time, knowing when to seek support and additional information from legal colleagues and/or client contacts
- Excellent writing skills in preparing memoranda of law or other documents
- Computer proficiency in preparing agreements and other documents, including Word, Excel, Access, WordPress and PowerPoint
- Excellent interpersonal and communication skills; excellent professional and ethical judgment and discretion; ability to work as part of a team
- Possess a self-assertive attitude with the knowledge and initiative to take appropriate action
- Willingness to take on projects outside of their essential functions, to be trained in new areas, and take on new responsibilities as they arise
- Ability to analyze complex legal issues and assess non-legal implications astutely in university setting
- Ability to manage a dynamic workload requiring regular assessment of and ability to address changing and competing priorities

Preferred Qualifications:

- Experience in higher education law
- Experience with counseling clients in a variety of legal matters

Special Work Schedule/Environment Requirements:

- Generally, a typical office environment. Some visits to other campuses might create exposure to animals and labs.
- This job involves responsibilities that are performed in a hybrid working environment generally requiring 3 days a week in the office and as may be required for client support.

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Pay Range

Minimum \$206,400.00, Midpoint \$258,000.00, Maximum \$309,600.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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