

Organization: University of West Florida

President's Division

Office of General Counsel

Invites Applications for the full-time position of:

[Assistant General Counsel, Position #112740](#)



Job Summary: The Assistant General Counsel advises, assists, and acts on behalf of the General Counsel in providing the full range of legal services to the administration, faculty, and staff of the University of West Florida. The position will analyze complex legal problems and apply legal principles to a broad range of issues; effectively complete moderate to complex legal research; efficiently manage a large volume of work; and provide legal guidance clearly and logically in written and oral form to audiences of different levels of familiarity with the law. The position requires practicing in a variety of areas of the law and maintenance of high ethical standards.

Minimum Qualifications: Graduation from an accredited law school with a J.D. (jurisprudence doctorate). Minimum of two years' experience as an attorney in Florida; excellent legal research, writing, and communication skills; excellent client service skills; or a combination of education, training, and work experience equal to or greater than the requirements listed. Licensed to practice law in Florida and membership in good standing with the Florida Bar are required.

Position Qualifications: The position utilizes the following knowledge, skills, and abilities:

- negotiate and draft contracts;
- knowledge of the government procurement process;
- thorough and persuasive legal research and writing;
- work independently and as a team member;
- communicate effectively orally and in writing with a variety of persons including other lawyers, University administration, and staff;
- establish and maintain effective working relationships with co-workers, University employees, and outside attorneys;
- analyze complex scenarios and provide appropriate legal guidance;
- organize and prioritize work for timely completion;
- strategize and integrate short-term and long-term goals;
- diffuse and respond professionally to stressful situations and difficult people; and
- thrive in an organization that values diversity in its student body and workforce.

Preferred Qualifications: Transactional law experience preferred (contract, real property, and/or construction). Also preferred are: experience in higher education, state government, or local government in Florida; knowledge of Florida public records laws; and knowledge of Florida open meetings law. Five years' experience practicing law with a minimum of one year in Florida.

Salary: \$75,000-\$100,000 commensurate with experience

Preferred Response Date is September 16, 2024; however, applications will be accepted until the position is filled.

To Apply: Candidates must apply online through the University of West Florida website: <https://careers.uwf.edu>. Applicants are required to attach a cover letter, resume, and list of professional references to the online application. References will be contacted upon submission of this application. An opportunity to upload these documents will be provided during the application process. For assistance, please contact Human Resources at 850-474-2694 or email jobs@uwf.edu.

The University of West Florida is an Equal Opportunity/Access/Affirmative Action/Disabled/Veteran employer. Any individual requiring special accommodation to apply is requested to advise UWF by contacting UWF Human Resources at 850.474.2694 (voice) or 850.857.6158 (TTY). A criminal background check is required for successful candidates. E-Verify is required for employment. All applications for employment at the University are subject to the Florida public records

The University of West Florida is located in Pensacola, the crown jewel of Florida's beautiful Emerald Coast, known worldwide for its pristine white-sand beaches. The area is famous for its pleasant climate and location on the Gulf of Mexico and enjoys a comparatively low cost of living. The campus is situated on a 1,600-acre nature preserve. UWF is a strong and growing regional, public university with an enrollment of over 14,000 students and approximately 3000 employees.