



**USF Job Class Description**  
JOB CODE: 9306  
JOB TITLE: Associate General  
Counsel  
JOB FUNCTION: Business and  
Administrative Services  
PAY PLAN: 21  
CAREER BAND: G  
FLSA: Exempt  
Effective Date: 04/01/2007

**Job Title: Associate General Counsel**

### **Job Summary**

The Associate General Counsel will provide complex legal advice, counsel, and representation to direct-support organizations of the University as assigned by the General Counsel.

### **Nature of Work**

This position typically reports to the General Counsel. This position provide legal advice, counsel, and represents direct-support organizations of the University pertaining to the interpretation and implementation of state and federal laws, procurement, intellectual property, licensing, preparation of legal documents, health care law and services, and other related legal matters. While the duties are similar, this position is differentiated from the Deputy General Counsel as it supports various areas of the University rather than the University system. The incumbent must have a thorough working knowledge of law and regulatory matters and the legal system. The incumbent will be a member of the Florida Bar in good standing.

### **Examples of Duties**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this class.

- Provide legal advice, counsel, and representation to direct-support organizations of the University as assigned by the General Counsel.
- Interpret and implement applicable state and federal laws, rules and policies as they relate to the University.
- Review, negotiate, and prepare legal documents necessary to facilitate diverse commercial transactions involving the University.
- Advise departments and colleges regarding copyright and other intellectual property matters.

- Formulate, develop, implement, interpret, and review University regulations, policies and procedures to include identifying the need for policy development or changes to protect and serve the University's legal interests.
- Represent the University in state or/or federal courts as well as administrative forums of competent jurisdiction.
- Provide financially sound and clinically appropriate resolutions and outcomes in consult with USF Health clinical and administrative teams.
- Coordinate disciplinary matters relating to resident and fellows including process and development of appropriate policies and procedures.
- Provide regulatory compliance and accreditation oversight for ACGME as it relates to residency and fellowship programs.
- Provide oversight and subpoena and medical records requests such as Privacy and HIPPA, Licensures, and Informed Consent.
- Maintain professional growth and development through seminars, workshops, and professional affiliations to keep abreast of latest developments in college and university law and in other related matters.

#### **Minimum Qualification Requirements**

This position requires a Bachelor of Law (LLB) or Juris Doctor (JD) degree with a minimum of five years as a practicing attorney. Admission to the Florida Bar in good standing.