



# Brooklyn Law School

ESTABLISHED 1901

## Brooklyn Law School Brooklyn, New York

### General Counsel and Chief Compliance Officer

Brooklyn Law School (“BLS” or the “Law School”) seeks a General Counsel and Chief Compliance Officer (“General Counsel”).

BLS, an independent, freestanding law school, is a vibrant intellectual community emphasizing teaching excellence, cutting-edge scholarship, and innovative academic programs designed to prepare students for public service and private practice. The General Counsel will join a venerable but nimble institution led by the new Dean and President, David D. Meyer, who began his appointment on July 1, 2023. Dean Meyer comes to BLS following 13 years as the dean of a nationally renowned law school. The 70-member BLS full-time faculty is known for its collegiality, scholarly impact, and the quality of its doctrinal and experiential teaching. The Law School’s 120 staff members play an integral role in realizing its mission. BLS is the destination of choice for a richly diverse student population, enrolling 1,079 full-time and 105 part-time students. The Law School has an extensive network of more than 24,000 alumni residing and working in 49 states, the District of Columbia, and 51 countries. They include the leaders of some of the world’s most distinguished law firms, government agencies, business enterprises, and public interest law offices.

Reporting to the Dean, the General Counsel oversees all legal and regulatory matters for BLS, providing and coordinating day-to-day legal advice and counsel to the Dean, the Board of Trustees, and other BLS community members. As the chief legal and compliance officer and a key member of the Dean’s senior leadership team, the General Counsel provides legal, compliance, risk management, and strategic advice. The General Counsel supervises an Associate General Counsel, the Director of Equal Opportunity and Title IX Coordinator, and an Executive Assistant.

The General Counsel will also:

Consult with and advise on employee and employee benefit matters, including immigration, workers' compensation, and other matters.

Advise and consult on student academic and conduct issues.

Oversee the review, drafting, and updating of legal documents, including employee and student handbooks, policies, and procedures. Negotiate a variety of contracts, including construction, goods and services, technology, maintenance, employment, and real estate agreements.

Handle litigation, administrative complaints, and other contested proceedings.

Provide oversight and coordination of the Law School's compliance with federal, state, and local laws, rules, and regulations, as well as institutional policies.

Develop and implement practices to reduce risk and advance institutional compliance that promote the highest standards of ethics, integrity, and responsibility within the BLS community.

Provide quality training to ensure that BLS community members understand their compliance responsibilities and the policies, procedures, and legal requirements that are relevant to their roles.

Monitor state and federal legislation and regulations that affect the Law School and its operations. Research current trends, best practices, and relevant laws and regulations including, but not limited to, Title VI, Title IX, disability accommodations, non-discrimination, equal opportunity, and reporting requirements.

Work closely with the Title IX Coordinator to ensure that policies and procedures are current and properly communicated and that reporting and other requirements imposed by Title IX, VAWA, Clery, and other related federal, state, and local laws are fulfilled.

Develop and manage the General Counsel's departmental budget.

Manage insurance claims and policies and coordinate the annual policy renewal process, provide underwriting data as requested, and update coverage as necessary.

**Qualifications.** A JD from an ABA-approved law school and admission to the New York Bar (or eligibility to practice law in the State of New York within one year) is required. At least ten years of law practice experience is required, preferably as part of a college or university legal department or in a law firm representing higher education clients. Broad and deep knowledge of issues related to higher education law and significant experience advising and supporting not-for-profit governing and advisory boards are preferred. Experience with law school issues and administration would be

advantageous.

Review of candidate materials will begin immediately and continue until the appointment. A complete application will include a letter of interest, a curriculum vitae, and contact information for five professional references who can speak about the candidate's qualifications for this appointment. Named referees will not be contacted without the candidate's prior consent. BLS encourages applications from candidates whose leadership and personal experience will enrich the diversity of faculty and staff.

The salary range for this administrative appointment is \$240,000 to \$260,000.

Expressions of interest, applications, nominations, and inquiries should be directed to BLS's search consultant, Mr. Chuck O'Boyle of C. V. O'Boyle, Jr., LLC, at [chuck@cvoboyle.com](mailto:chuck@cvoboyle.com).

*It is the policy of Brooklyn Law School not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital status, genetic information, disability, veteran status, or any other legally protected status under federal, state, or local law. Brooklyn Law School values a diverse and vibrant community and affirmatively encourages applications from candidates of all backgrounds and life experience.*