

SEARCH PROFILE:

GENERAL COUNSEL, CHIEF COMPLIANCE OFFICER,
AND VICE PRESIDENT OF LEGAL AFFAIRS



CHICAGO STATE UNIVERSITY

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Chicago State University (University) is pleased to announce the search for General Counsel, Chief Compliance Officer, and Vice President of Legal Affairs (General Counsel). The General Counsel, Chief Compliance Officer, and Vice President of Legal Affairs is the chief legal officer for Chicago State University and serves as the legal advisor to the Board of Trustees and President. Providing expert legal counsel, guidance, and strategic direction, the General Counsel helps to ensure that the University identifies and manages legal risks effectively. The General Counsel oversees administrative staff members and attorneys assigned to the Office of Legal Affairs.

ABOUT CHICAGO STATE UNIVERSITY

Led by President Zaldwaynaka Scott, Chicago State University (CSU) is where leaders of tomorrow put their future in motion every day. CSU stays unwaveringly focused on student success, high academic standards and creating opportunities that change lives. Established in 1867 as a teacher training school, over the next 150 years, the organization grew from Chicago Normal School to Chicago Teachers College, and eventually became Chicago State University (CSU). Chicago State University is comprised of the College of Arts and Sciences, College of Business, College of Education, College of Health Sciences and Pharmacy, and The Graduate School. In addition, CSU offers certificate programs and on-line courses. For more information about Chicago State University, please visit the University's website at <https://www.csu.edu>

MISSION AND VALUES

Chicago State University transforms students' lives through innovative teaching, research, and community partnerships through excellence in ethical leadership, cultural enhancement, economic development, and justice.

Chicago State University's values are:

- Personal and academic excellence,
- Personal, professional, and academic integrity,
- Diversity, Equity, and inclusion,
- Leadership, service, philanthropy, social justice, and entrepreneurship,
- Creative and innovative thinking and learning,
- Pride in self, community, and the university; and
- Lifelong learning.

ABOUT CHICAGO STATE UNIVERSITY (CONT.)

As President Scott says "...the needs and preferences of our stakeholders serve as our guidepost..."

CSU is a leader in innovative teaching and research, community development, and civic engagement. It does so by on-going innovation in the production of a flow of diverse leaders, and through its faculty who engage in cutting-edge STEM research. CSU is also leading the charge to address Illinois' K-12 teacher shortage. Recently recognized by the Governor with a significant investment in funding for higher education, CSU continues to foster an open and transparent line of communication with its students, faculty, staff, and the community members it serves. Building on its strength of support for students with families, CSU recently constructed a new childcare development center, and it recently began construction of a new health sciences simulation lab.

CSU is proud to continue advancing its vision of equitable community development by forging innovative partnerships that expand beyond its campus, including future development of the 95th Street corridor, and the 95th Street Meta Electric Line Station. CSU is committed to serving as an anchor for the city's South Side and as a beacon for opportunity and progress. As an example, CSU offers student innovative academic programming that creates strong pathways to careers. Its new partnership with Publicis Group will prepare students for careers in media, digital marketing, and advertising. CSU has established research partnerships with national laboratories and universities that include engaging students in scientific research in areas such as climate change and Quantum Science. CSU is laser-focused on providing students with training needed for the workforce of tomorrow.

The CSU Board of Trustees and the University leadership remain focused on increasing educational access and improved outcomes of their students, while steadfastly supporting student success. CSU strives to reach students right where they are, with a suite of data-driven academic programs, designed to increase student enrollment, retention, and graduation rates. The University fosters students who will give back to the communities in which they live and work, while also preparing them for career paths in some of the most in-demand fields, such as healthcare, science, education, and technology. Year after year, CSU has proven to be an exceptional leader in Illinois higher education by focusing on preparing its graduates in STEM fields, who go on to become diverse leaders in this critical area. CSU is developing and launching the diverse leaders of tomorrow, who are well-prepared to reshape the global landscape in remarkable and innovative ways.

CHICAGO STATE UNIVERSITY: BY THE NUMBERS

2,968 Undergraduate and Graduate Students

- 76% African American
- 8% Latinx
- 4% White
- 1% Asian
- 10% Other

88% Illinois Residents

76% of CSU Student-Scholars receive federal Pell grants

8 fraternities and sororities

15 Division I NCAA sports teams

11:1 Student to Faculty Ratio

70+ Degree and Certificate Programs

For more information see: www.csu.edu

ACCOLADES AND ACCOMPLISHMENTS*

Voted the "Most Affordable Public University in Chicago" according to [Best Colleges Online](#)

Harvard economists recently ranked CSU in the Top 4% of public and private universities nationwide in supporting the economic mobility of its graduates.

CSU's Pre-college PREP/STEM Program was recognized as a "Program of the Year" by the National Society of Black Engineers for 2022.

CSU is the only U.S. Department of Education designated four-year Predominantly Black Institution in the State of Illinois, proudly produces 1 in 10 of Illinois' Black college graduates.

CSU is bringing world-class education to Chicago's South Side neighborhood.

CSU is fast becoming a world-class leader in STEM research.

For more information see: www.csu.edu/president/annual_report.htm and www.csu.edu



ABOUT THE OFFICE OF LEGAL AFFAIRS

The General Counsel is the executive legal counsel for the entire University. Attorneys in the Office of Legal Affairs provide legal advice and representation to the University, its administrators, employees, university-related organizations, and other agents of the University. The Office of Legal Affairs also employs and coordinates the work of all outside counsel and is responsible for the legal aspects of university contracts and all other legal matters. The Office of Legal Affairs is responsible for the investigation, evaluation, and handling of claims against the University made by students, faculty, employees, and the public.

The Office of Legal Affairs interacts regularly with outside counsel as well as counsel in the Illinois State Attorney General's Office, Athletic Conferences, and various Illinois public higher education institutions. The University is a complex organization, with many individual decision-makers who exercise responsibilities on behalf of the University. Attorneys in the Office of Legal Affairs work to ensure that the President and the individual university decision-makers achieve their objectives in a manner that is consistent with applicable laws and Board of Trustees policies. Core to its mission, the Office of Legal Affairs serves its client with professionalism, integrity, and ethical conduct, and demonstrates a commitment to collaboration, collegiality, and equity.

DUTIES AND RESPONSIBILITIES:

The General Counsel serves as the legal advisor to the Board of Trustees, the President of the University and other university officers on a wide range of matters, including governance; regulatory compliance; labor and employment; intellectual property; contracts; finance; construction-related matters; academic and student affairs; diversity and affirmative action; constitutional law; healthcare; litigation; procurement; real estate; sponsored

programs and research compliance; immigration; the State Ethics Act; Open Meetings Act; Freedom of Information Act; University-Related Organizations; and interpreting and complying with the Board of Trustee bylaws and University rules and regulations.

The General Counsel, Chief Compliance Officer, and Vice President of Legal Affairs, provides advice and support to the Board of Trustees, President, University executive leadership, and other university units. The General Counsel will be expected to regularly counsel university administrators, respond to external administrative complaints (e.g., OCR, OFCCP, EEOC), conduct internal investigations, manage litigation and adversarial proceedings, review, and revise institutional policies, serve and advise task forces and university committees, provide training on and monitoring of compliance with applicable federal, state and local laws, and assisting in other legal matters, including employment, athletics, and contracts.

The General Counsel works closely and collaboratively with skilled professionals in a variety of fields to address the many complex and novel issues that confront a comprehensive, urban institution located in the heart of Chicago. The position will have responsibility for providing legal advice to university administrators and will work directly with outside counsel.

The General Counsel, Chief Compliance Officer, and Vice President of Legal Affairs may also perform other duties as assigned for the successful operation of the Office of Legal Affairs.

The General Counsel reports to the President. The position supervises the Associate Vice President & Associate General Counsel/ Ethics Officer/ FOIA Officer, the Associate General Counsel & Title IX Coordinator, the Contract Specialist, and an Administrative Assistant.

ABOUT THE OFFICE OF LEGAL AFFAIRS (CONT.)

The General Counsel provides advice and support to the Board of Trustees, President, University executive leadership, and other university units.

- Provides legal services, counsel and representation to university divisions, departments and other directly related organizations pertaining to litigation and adversarial proceedings, labor and employment law, governance, statutory interpretation, regulation, and compliance.
- Independently anticipates, identifies, and resolves legal issues of concern to senior University administration.
- Develops appropriate legal strategies and solutions, often in situations of high risk to the University.
- Establishes working guidelines to include internal operating policies, intake procedures, work priorities, quality standards, and other operational benchmarks.
- Oversees, coordinates, and trains Legal Affairs attorneys and support staff.
- Coordinate services of outside counsel and participate in the defense of litigation.
- Manage various litigation and adversarial proceedings.
- Monitors and analyzes complex current, proposed, or pending laws, regulations, and other internal or external developments affecting the University in areas of legal specialty.
- Translates legal information and requirements into meaningful client advice including supporting and developing client education and training opportunities.
- Address areas of risk or loss resulting from developments in the law or activities of the University.
- Negotiates, prepares, reviews, approves, and interprets complex contracts and other legal instruments involving risk or significance to the University.
- Prepares legal documents necessary to serve the best interests of the University and to facilitate legal compliance.
- Provides advice and counsel in conflicts of interest and compliance issues.

- Leads the development of internal reviews to assess university compliance with applicable laws and regulations.
- Oversees adequate record maintenance and processes to document compliance efforts.
- Directs the assessment of targeted compliance issues, investigations, or potential problems.

The Chief Compliance Officer directs the formulation of strategic compliance planning in support of the University's vision, mission, and values. Oversees integrated implementation and evaluation of compliance initiatives and on-going activities for compliance units, including coordination between the Office of Legal Affairs, Internal Audit, and other compliance partners, as may be identified to serve future needs.

- Provides strategic guidance and representation to leadership on changing governmental requirements in the areas of civil rights, affirmative action, equal opportunity, reporting obligations under the Clery Act, dispute resolution, and reporting and related areas as may be identified in the future.
- Directs and oversees the university's integrated strategic compliance planning process, to include short- and long-term strategic plan development, review, approval, implementation, and evaluation.
- Provides guidance, collaboration, and support to the implementation process for key compliance strategies, initiatives, and action plans.
- Leads the development and implementation of policies and procedures related to the various compliance areas of oversight in alignment with government laws and regulations.
- Plans, develops, monitors, revises, and implements the university's compliance initiatives in response to changes in the law; consults with various representatives as necessary to ensure program effectiveness.
- Directs and collaborates in the development of multifaceted compliance educational and training programs so that employees and management are knowledgeable of institutional policies and pertinent federal and state standards.
- Interacts with senior management, faculty, staff and/or government agency officials, to represent and promote the development of strategic compliance and educational programs to further university awareness on related initiatives.
- Directs the development of periodic compliance reports of the areas of oversight to other senior leadership members and various committees.

This is a full-time, 12-month Academic Professional position.





QUALIFICATIONS

MINIMUM QUALIFICATIONS

Qualified candidates will hold a law degree (JD) from an accredited institution and have a minimum of ten (10) years' experience as a practicing attorney serving in a senior position of responsibility in a firm, corporation, government agency, higher education, or other complex organization. The qualified candidate must also have a strong professional record of ethical conduct and working with integrity.

REQUIRED EDUCATIONAL QUALIFICATIONS

A Juris Doctorate degree from a law school approved for accreditation by the American Bar Association, a member in good standing of the Bar of the supreme court of the state in which he or she practices law, and the prompt eligibility for such license and standing in Illinois.

CERTIFICATIONS REQUIRED

Licensed and in good standing to practice law in the State of Illinois, or eligible for admission to practice in Illinois within Twelve (12) months of employment.

DESIRED QUALIFICATIONS

The successful candidate should have at least ten (10) years or more of directly relevant legal experience, preferably in-house at an academic institution, or a mix of in-house, law firm, or government agency, with a demonstrated focus on issues relating to higher education law.

The successful candidate will be a collaborative colleague within the President's Cabinet, and a dedicated and ethical manager in the Office of Legal Affairs. The successful candidate will also have a minimum of five (5) years of experience in supervising the work of other lawyers.

This position will provide legal advice to university divisions and departments. The successful candidate will also contribute to the President's Cabinet and the Board of

Trustees, demonstrating a willingness to manage a wide variety of legal issues.

The successful candidate will also have a strong academic record, excellent analytical, writing, and communication skills, be proficient in computer and internet applications and programs, with the ability to retain perspective, and advance the institution's mission and goals.

KNOWLEDGE / ABILITIES REQUIRED:

- Significant experience in higher education legal matters or representation of colleges or universities.
- Record of exercising excellent judgment on behalf of clients including large and complex organizations and issues.
- Commitment to the highest ethical and professional standards; personal and professional integrity beyond reproach; unquestioned discretion in maintaining confidentiality.
- Excellent written and oral communications skills in public and private settings with diverse leadership, students, and audiences; ability to translate complex legal issues for a lay audience – a good listener.
- Strong leadership and interpersonal skills, personnel management skills, able to collaborate with a diverse population, and ability to relate well with trustees, senior administrators, students, faculty, staff, government officials, and external audiences.
- Ready availability at all times in person or electronically to the President and senior administrators in case of emergency, with a focus on customer service.
- Possession of a valid motor vehicle driver's license.
- A sense of urgency and responsiveness in dealing with clients, and an ability to manage multiple tasks in a timely manner and assist in managing crisis effectively.



APPLICATION PROCESS

Chicago State University is being assisted in its search by Academic Search. Applications should consist of a substantive cover letter, a CV, and a list of three professional references with full contact information (names, titles, email address and phone numbers). No references will be contacted without the explicit permission of the candidate.

The position is open until filled, but only applications received by **January 15, 2024**, can be assured of full consideration.

Applications, nominations, and expressions of interest can be submitted electronically to CSUGC@academicsearch.org.

Confidential discussions about this opportunity may be arranged by contacting any of the Senior Consultants.

SENIOR CONSULTANTS:

Mary Kennard, Esq.

Mary.Kennard@academicsearch.org

John Garland, Esq.

John.Garland@academicsearch.org

Chicago State University is an Equal Employment Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law.

ABOUT ACADEMIC SEARCH

Academic Search is assisting Chicago State University in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute.



Committed to IDENTIFYING
AND DEVELOPING LEADERS
by providing the highest
level of EXECUTIVE
SEARCH to our
higher education
partners.