



# Ad Quote

**Billing Info:**

The Research Foundation of SUNY

**Contact**

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**Keyword/Category****Approval Initials****Your Ad copy here**

The Research Foundation of SUNY

Attorney

**About The Research Foundation of SUNY:**

Founded in 1951, the RF exists to serve SUNY and to capitalize on the scope, scale and diversity of SUNY as an engine of New York state's innovation economy.

The RF supports nearly \$1 billion in SUNY research activity annually, providing sponsored programs administration and commercialization support services to SUNY faculty performing research in life sciences and medicine; engineering and nanotechnology; physical sciences and energy; social sciences, and computer and information sciences.

The Research Foundation is committed to diversity and inclusion. We believe that promoting a diverse, inclusive working environment enhances productivity, creates personal and professional opportunities, unleashes each individual's full potential and fuels innovation.

Visit [www.rfsuny.org](http://www.rfsuny.org) and connect with the RF on Facebook. Learn about the Power of SUNY at [www.suny.edu](http://www.suny.edu).

**Job Description:****FUNCTION & SCOPE:**

Reporting to the General Counsel and Secretary, our new legal team member will be responsible for corporate, business, and employee relations functions. Incumbent will work closely with Research Foundation executive management as well as campus leadership, managers of entities affiliated with the Research Foundation and SUNY's Office of General Counsel. Job duties involve a wide range of transactions reflecting the complex, diverse and extremely interesting work of the Research Foundation.

**RESPONSIBILITIES:**

- Advise business colleagues on corporate and real estate transactions;
- Prepare, negotiate, and manage contracts, leases, and other legal documents with contractors and subcontractors, vendors, research sponsors, and governmental entities;
- Research and prepare briefs, complaints, answers and replies, assist with e-discovery, document collection and review for RF litigation and manage outside counsel as needed in litigation matters;

- Make appearances and present evidence at administrative hearings before administrative agencies, arbitrators, and other entities, and engage in effective dispute resolution;
- Lead the legal employee relations function; develop and review policies and advise corporate and operation location managers on labor, employment and related benefits issues;
- Develop and present labor and employment related training to RF and SUNY campus leaders, managers and employees on issues such as sexual harassment avoidance and prevention, discrimination avoidance and prevention; labor campaigns, and other relevant topics;
- Conduct and/or assist with conducting internal investigations; work with SUNY counsel on corresponding investigations as needed;
- Oversee federal, state and local reporting processes;
- Supervise and work effectively with external counsel as appropriate.

## Requirements:

### EDUCATION & EXPERIENCE

#### Required:

- JD from an accredited law school, member in good standing or eligibility for membership in NY State bar.
- 5+ years of experience in-house and working with or in law firms.
- Corporate transactional experience including drafting and negotiating agreements, leases, license agreements, and other legal documents.
- Experience with legal research, discovery, document collection, motions, and other matters relating to litigation.
- Legal experience focused on employment and human resource matters.
- Working knowledge of compliance issues regarding ADA, ADEA, FLMA, EEOC and/or ERISA.
- Excellent judgment, business acumen, and common sense.
- Ability to manage multiple projects and people, and to relate and work well with people of many cultures, disciplines, and levels of experience.
- Excellent verbal and written communication skills, including presentation and training capabilities.
- Willingness to travel to campuses in the SUNY system as needed.
- Proficient in Microsoft word; competent in powerpoint and excel.

Ideally, like the rest of the team, the candidate will also:

- Appreciate the culture of academic research organizations and the needs of faculty, researchers, and academic administrators in connection with research, sponsored program administration, technology transfer.
- Have an entrepreneurial spirit and experience in corporate formation.
- Demonstrate confidence and leadership with humility; be self-assured but not self-important.
- Solve problems proactively and with an open-mind.
- Thrive on uncertainty in a dynamic and complex working environment.
- Accept corrections with grace and a sense of humor.
- Be committed to the mission of the RF and how we can benefit SUNY and the State of New York.
- Enjoy working.

## Application Instructions:



## Ad Quote

Review of applications will begin immediately and continue until the position is filled.

To apply, please visit: <http://apptrkr.com/239038>

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The Foundation is not an agency or instrumentality of the State of New York. Employees of the Foundation are not state employees, do not participate in any state retirement system, and do not receive state fringe benefits. The Foundation operates under a contract with The State University of New York and receives no directly appropriated state funding.