Department of Legal Services
Assistant Counsel

The Office of Legal Services at Colorado School of Mines (Mines) invites applications for the new position of Assistant Counsel.

Located in Golden, in the foothills of the Rockies, 13 miles west of Denver and 21 miles south of Boulder, Mines has enrollment of over 5,400 students in undergraduate and graduate degree programs in engineering and applied science. Mines is a global leader in research and the advancement of technology. Research programs span many areas that focus on the School’s mission in promoting stewardship of the earth, advancements in energy and sustaining the environment. For more information visit us at: www.mines.edu.

Responsibilities:
The Assistant Counsel (AC) is an attorney who provides primary assistance to the General Counsel and Associate General Counsel with respect to legal advice and support to Mines, and formulates legal solutions in the context of a wide variety of issues impacting the university, but focusing primarily on contracting, compliance and risk management. The AC will provide advice and legal support in the following areas: commercial transactions and business operations; sponsored research programs; strategic enterprises; online and continuing education programs; technology transfer and licensing transactions; trademark licensing; strategic relationships and agreements with affiliated entities; real estate and facilities use transactions; and other regulatory and compliance issues in a variety of contexts. Responsibilities will include: assisting with the review, negotiation and drafting of a variety of university agreements; performing legal research and providing legal analysis of pertinent state and federal law and regulations; and assisting with the development of university policies and procedures.

Mines is an Equal Opportunity/Affirmative Action employer and educator that recognizes that diversity is crucial to its pursuit of excellence in learning and research. Mines is committed to developing student, faculty, and staff populations with differing perspectives, backgrounds, talents, and needs and to creating a richer mix of ideas, energizing and enlightening debates, deeper commitments, and a host of educational, research, and service outcomes. As such, Mines values candidates who have experience working in settings with individuals from diverse backgrounds. Minorities, women, veterans, and persons with disabilities are strongly encouraged to apply.

Required Qualifications:
- J.D. degree from an ABA-accredited institution
- Admission and license to practice law in the State of Colorado (Ideally, the AC will already be licensed to practice law in the State of Colorado at time of hire; however, if not admitted at the time of hire, the AC must be admitted to practice in Colorado on motion or through the State Bar Examination no later than six months from hire date.)
- Legal practice experience reflecting progressive scope and responsibility in handling transactional matters and the resolution of complex legal issues
- Demonstrated record of well-honed legal research skills, superior writing and oral communication skills and time management skills

Employment with Mines is contingent upon the satisfactory completion of a background investigation.
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