American University of Beirut

JOB DESCRIPTION

JOB TITLE: Senior Counsel  DEPARTMENT: Office of Legal Affairs

1. BASIC FUNCTIONS:

Provides AUB departments with general legal assistance and support under the supervision of the university General Counsel to enable the university to accomplish its mission as a leading institution of higher education. Supports the legal functions of the Office of Legal Affairs and performs a wide variety of legal services as requested.

2. DUTIES PERFORMED:

a. Provides general legal assistance to the University, including the AUB Medical Center (AUBMC).

b. Reviews, drafts, and negotiates legal contracts and agreements; prepares template legal documents for business unit implementation.

c. Generates and/or reviews internal policies and procedures, articles and bylaws, and other corporate governance documentation.

d. Provides guidance and advice on all matters related to human resources, including employment contracts, Lebanese labor law, terminations, immigration status, policies, and Syndicate negotiations.

e. Advises on Lebanon’s legal system, particularly with respect to labor law, tax law, contracts and obligations, land use, and intellectual property.

f. Provides legal guidance and support for key business negotiations.

g. Coordinates all University litigation matters, in consultation as required with outside counsel, and assists as requested with internal investigations.

h. Researches Lebanese legal issues and drafts legal memoranda for the General Counsel and the officers of the University.

i. Responsible for monitoring legal and administrative developments in Lebanon that may impact the University’s assets and/or operations.

j. Advises University grievance and other committees as requested.

k. Attends meetings and negotiations at AUB as well as at other locations as and when required.
3. **WORK CONTACTS:**
   Regular contact with heads of units of the University, the AUB Medical Center and with AUB’s outside legal counsel in Lebanon and New York, USA.

4. **INDEPENDENCE OF OPERATION:**
   Reports to the General Counsel and performs the duties and responsibilities of the office according to established University policies and procedures.

5. **SUPERVISORY RESPONSIBILITY:**
   None.

6. **PHYSICAL EFFORT:**
   Minimal.

7. **WORK CONDITIONS:**
   Clean and pleasant.

8. **MINIMUM REQUIREMENTS:**
   a. Juris Doctor.
   b. Admitted to the Lebanese Bar.
   c. Minimum 5 years’ experience as an attorney in Lebanon (Avocat a la Cour); in house experience a plus.
   d. Superior interpersonal, negotiating and communication skills.
   e. Strong client service orientation; able to meet deadlines on multiple projects.
   f. Good familiarity with commonly used word processing, spreadsheet, power point and database software packages.
   g. Fluent in English and Arabic; French a plus.