

OFFICE OF THE ATTORNEY GENERAL 200 St. Paul Place Baltimore, Maryland 21202 www.marylandattornevgeneral.gov

REPOST

JOB ANNOUNCEMENT

Deputy Chief and Counsel to the University System of Maryland Higher Education Division

Posting Date:	June 26, 2024	Closing Date:	July 28, 2024
Job Title:	Deputy Chief and Counsel to the University System of Maryland	Position Type:	Regular Full-Time
Salary:	\$124,358 – \$201,161. The salary range is based on a multitude of factors including applicable personnel rules, regulations, and guidelines.		
Location:	This position will be located at the University System of Maryland headquarters 701 East Pratt Street, Baltimore, MD 21202.		

Telework Status: A hybrid remote telework and in-office schedule may be available per OAG's policies and procedures.

DESCRIPTION: The Attorney General is the chief legal officer of the State of Maryland. The Office of the Attorney General (OAG) has the general charge, supervision, and direction of the State's legal business, acting as legal advisors and representatives of the major agencies, various boards, commissions, officials, and institutions of State Government. The OAG also protects the public by civil enforcement of antitrust, civil rights, consumer protection, and securities laws and regulations and by the prosecution of organized crime, Medicaid fraud, environmental crimes, insurance fraud, state tax evasion, and other statutorily assigned matters. As Maryland's 47th Attorney General, Anthony G. Brown leads the Office with a critical focus on equity, justice, and fairness.

The Office of the Attorney General is seeking applicants for the position of Deputy Chief and Counsel to the University System of Maryland in its Higher Education Division. The University System of Maryland (the "USM") is a unified system of higher education with a mission of academic and research excellence, innovation, economic and workforce development, and the effective and efficient use of resources. The USM's 21-member Board of Regents governs the USM, formulating its policies, overseeing its academic, administrative, and financial operations, and appointing the leaders of its 12 institutions and three regional centers.

The attorney in this position will serve as a senior-level advisor to the USM executive leadership team, working closely with the USM Chancellor, Chief of Staff, and Vice Chancellors, providing advice and counsel on a broad range of legal, ethical, and compliance matters. The attorney will serve as legal counsel to the Board of Regents, advising the Board, Committees, and staff on governance issues, open government laws and other legal matters. The attorney will be responsible for coordination and communication with legal counsel at USM institutions to ensure that USM leadership and Board leadership are fully apprised of institutional and systemwide matters with legal, ethical, and compliance relevance and impact. The attorney will attend all Board and Committee meetings of the Board of Regents and will advise the Board, Committees, and workgroups on legal issues relating to their work. The attorney will provide guidance and legal sufficiency review of USM contracts and initiatives and will participate in the development of policies, guidelines, and processes to ensure organizational compliance and effectiveness. The attorney may also provide guidance on responding to public inquiries; review or draft legislation, policies, or public statements; conduct legal research; advise on human resources matters; provide guidance or judgment on ethics issues; and perform other related duties as assigned.

<u>OUALIFICATIONS</u>: The ideal candidate will have a minimum of 10 years' legal experience. The candidate must also possess excellent legal skills; strong interpersonal skills; superior organizational, management and leadership skills; a mastery of communication, both written and verbal; and the ability to effectively negotiate with, advise, and/or guide clients, stakeholders, opposing counsel, and others under a variety of circumstances. Higher education experience and/or experience serving as counsel to a public entity or board is desirable. Maryland Bar membership is required.

<u>SUBMISSION</u>: Interested persons should submit a resume with a cover letter, two writing samples, and three references to: Katherine Bainbridge, Chief, Higher Education Division, Office of the Attorney General, 200 St. Paul Place, Baltimore, Maryland 21202, or via email to Michelle Swift, <u>mswift@oag.state.md.us</u>, by close of business on Sunday, July 28, 2024. Please write "Deputy Chief and Counsel to USM -HED" in the subject line of the email.

EMPLOYMENT BENEFITS: The successful candidate will be eligible for subsidized health benefits (medical, prescription, dental and vision coverage) and life insurance; leave, including annual (vacation), personal, sick, and paid parental leave; and will be eligible for participation in a contributory defined benefit pension plan in which they are vested after ten years. State employees are eligible to participate in two supplemental retirement plans: the 457 Deferred Compensation Plan and the 401(k) Savings and Investment Plan. The State also offers a free mass transit benefit for local bus and express bus services.

EQUAL OPPORTUNITY EMPLOYER: The Office of the Attorney General is an equal opportunity employer that encourages all interested persons to apply regardless of race, color, religion or belief, ancestry, national origin, age, marital status, sexual orientation, gender identity and/or expression, disability, pregnancy, family or parental status, veteran status, genetic information, or any protected category prohibited by local, state or federal laws.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING: The Office of the Attorney General views equity, diversity, inclusion, and belonging as the pathway to achieving professional excellence and fostering and maintaining a culture where every employee can thrive. We strive to create a community that draws upon the best pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values. We honor, respect, and celebrate all differences, both visible and invisible, and are committed to recruiting, retaining, and promoting individuals who have historically been underrepresented in the practice of law and professional careers.