



**GOVERNOR'S OFFICE OF GENERAL COUNSEL (HARRISBURG)
UNIVERSITY LEGAL COUNSEL - TRANSACTIONAL
PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION (PASSHE)**

Pennsylvania's State System of Higher Education (PASSHE) seeks an attorney to serve as University Legal Counsel within PASSHE's Office of the Chief Counsel. This individual, working as a Transactional Attorney, will provide legal support primarily for the Procurement Shared Services division of PASSHE, including the Office of the Chancellor and its ten universities. This role, based in Harrisburg, Pennsylvania, emphasizes transactional work, with some travel required. While primarily remote, occasional in-office presence in Harrisburg is necessary.

What We're Looking For:

The successful candidate for this position will have a minimum of three (3) years, with a preference for five (5) or more years, of relevant legal experience handling progressively complex contracting and transactional matters; a demonstrated capability for legal research, analysis and reasoning; superior interpersonal and communication skills; an ability to identify and resolve complicated and sensitive problems creatively and with professional discretion; an ability and willingness to handle a wide variety of intricate legal questions both independently and as part of a team; and an ability to interact and function effectively in both an academic community and within a governmental organization. Prior practice in Commonwealth procurement law is preferred. This position frequently requires a thoughtful exercise of confidentiality and independent judgment as well.

What You'll Do:

Under the direction of the Chief Counsel, the successful candidate will serve primarily as a University Legal Counsel supporting the Procurement Shared Services division for PASSHE. Areas of practice include, but are not limited to: Pennsylvania Procurement Code and its processes; construction law and governmental requirements related to construction; reviewing and managing all types of contractual matters; governmental regulatory compliance; employment law and employee benefits; real estate; sponsored research and technology transfer; student affairs and academic requirements; gifts and estates; litigation management; and general non-profit corporation law and governmental practice.

More detailed position, qualifications, and application-related information also is available on PASSHE's website:

<https://www.schooljobs.com/careers/kutztownedu/jobs/4694616/staff-attorney-transactional-reposting>.

Why Join OGC?

Working as an attorney with the OGC offers a unique and fulfilling career opportunity where you can make a significant impact on the people of Pennsylvania. Employees enjoy a dynamic and supportive work environment that fosters professional growth and development. This role not only allows you to contribute to the public good but also provides ample opportunities to hone your legal skills in a collaborative setting.

In addition to meaningful work, the OGC offers:

- **Competitive benefits package**, including excellent health care options, retirement plans, and generous paid time off;
- **Work-life balance** that ensures that you can excel professionally while also enjoying time for personal pursuits; and,
- **Continuous Learning** promoting continuous learning and professional advancement, making it an ideal place for both new and experienced lawyers to thrive.

Joining our team means being part of a respected institution dedicated to legal excellence and public service. To learn more about OGC's mission and what it is like to be part of the OGC team, visit our website, at www.ogc.pa/careers.

Qualifications:

- Juris Doctor degree from an ABA-accredited law school.
- Active membership in good standing with the Pennsylvania Bar.

To Apply:

Send a letter of interest, resume, and writing sample no later than **November 22, 2024**, to ogchiring@pa.gov, directed to Derek Riker, Deputy Chief of Staff, 333 Market Street, 17th Floor, Harrisburg, Pennsylvania 17101.

OGC is an Equal Opportunity Employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law. All diverse candidates are encouraged to apply.