General Counsel and Chief Compliance Officer
ABOUT IDAHO STATE UNIVERSITY

Idaho State University (ISU) combines exceptional academics amidst the grand natural beauty of the West. ISU faculty and students are leading the way in cutting-edge research and innovative solutions in the areas of energy, health professions, nuclear research, teaching, humanities, engineering, performing and visual arts, technology, biological sciences, pharmacy, and business. Named President in 2018, Kevin Satterlee has brought vision and excitement to ISU. His administration is one of passion, communication, and transparency for the benefit of not only the university but also its surrounding community. To read more, visit https://www.isu.edu/.

ISU, a Carnegie-classified doctoral research and teaching institution founded in 1901, has a low student to teacher ratio of 13:1. As a state leader in the health sciences, ISU offers widespread health services to the community, as well as multiple degrees in more than 50 health-related areas, including nursing, pharmacy, physical therapy, speech pathology, and physician assistant studies. In addition to significant offerings in health sciences, ISU offers a wide array of graduate programs through colleges in business, education, technology, arts and letters, and science and engineering. The education at ISU is filled with real-world experience; the $2.3 million Career Path Internship program helps aid hundreds of students’ career goals by pairing students with paid on- and off-campus internships. In their spare time, students can choose from more than 70 student organizations, enjoy nature through the Outdoor Adventure Center, or drive to Craters of the Moon nature preserve or Yellowstone National Park. The Stephens Performing Arts Center on the ISU campus is nationally ranked as one of the most impressive performance venues on a university campus. It is home to the Idaho State Civic Symphony and is also host to numerous plays, concerts, recitals, and art performances.

As an NCAA Division 1 school, ISU competes in the Big Sky Conference offering robust athletic programs to students such as basketball, cross-country, tennis, track and field, volleyball, softball, football, golf, and soccer. Read more: https://isubengals.com/
THE OPPORTUNITY

Position Purpose
Reporting to the University President, the position of General Counsel and Chief Compliance Officer leads all legal and compliance functions for the University. The position provides counsel and representation to the President and university administrators, faculty, and staff with respect to all legal and compliance matters affecting the University. This position participates in institutional planning and decision-making and implementation of institutional legal and compliance strategies. The General Counsel and Chief Compliance Officer is charged with maintaining a student-centric and customer service based operation that advances the mission and vision of Idaho State University.

Primary Responsibilities
- Provides professional and authoritative legal and policy advice relating to all university matters representing the university’s best interest at all times.
- Interprets the constitutional, statutory and regulatory framework in which the University operates, managing all outside counsel and litigation and agency complaints, and providing legal and policy advice in a variety of areas within the University, including but not limited to, employment law, student legal issues, intellectual property, real estate, contracts, organizational governance, affiliated entities, sponsored research, disabilities, drug-free workplace requirements, computer and information technology issues, copyright issues, defamation issues, civil rights, sexual harassment, fundraising and other areas related to an academic legal environment.
- Serves as a member of the senior executive administration and is a member of the President’s leadership council.
- Serves as the University’s chief compliance officer overseeing institutional compliance and NCAA compliance.
- Works with the office of the State Board of Education on behalf of the president on legal and certain policy matters that require board attention.
- Oversees the legal review of all university contracts.
- All legal services for the University are provided through or coordinated by the Office of General Counsel.
- Manages the Office of General Counsel, which includes staff attorneys, paralegals, risk management, and the NCAA Compliance Office.
- Proactively considers the needs of various offices and helps to design systems for efficient and ongoing review of all transactions and legal considerations, such as real estate contracts, student records, public records, open meetings adjudicatory processes and employment decisions.
Minimum Qualifications

- Juris Doctor degree and at least seven years of progressively increasing responsibility in managing/overseeing legal or compliance affairs and related services for a complex organization;
- Successful candidate must have an active license to practice law in the State of Idaho, or current eligibility to apply for admission to the Idaho Bar and successfully be admitted within 12 months of employment.
- A record of strong ethical values and professional skills in the analysis and interpretation of the law;
- Demonstrated ability to work independently and communicate and work effectively with colleagues, students, faculty, and staff;
- Demonstrated ability to provide leadership, identify potential compliance and legal problems, and develop policy initiatives;
- Experience managing legal and compliance issues and challenges comparable to those found at Idaho State University.
- Experience dealing with issues of equal opportunity and diversity.
- Experience providing counsel and guidance for civil rights investigation processes for a large and complex organization.

Preferred Qualifications

- Experience at an institution of higher education or to a similarly complex organization with multiple constituencies
- Knowledge of the statutory and constitutional framework in which a university operates, including federal and state regulations applicable to institutions of higher education
- Knowledge of shared governance processes in academic settings
- Experience in collaborative problem-solving
- Experience representing entities with public governing boards
- Knowledge of intellectual property and university research programs
- Knowledge of student and employment immigration issues.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled; parties who apply by November 1, 2019, will be given first consideration. Applicants should submit a resume, letter of interest summarizing qualifications and interest in the position, and three to five professional references. References will be contacted later in the process and not without advance notice to applicants. Salary will be commensurate with education and experience. An offer of employment will be conditional, pending successful completion of a background investigation.

To apply online, click here. Idaho State University is committed to building a diverse university community and encourages members of underrepresented groups to apply. Additional information regarding the university can be found at https://isu.edu/about/.

For nominations or further information, please contact:

Brian J. Sagendorf HR Director
Idaho State University
208-282-4291
sagebria@isu.edu

Idaho State University values individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, racial and ethnic origins. ISU believes that promoting diversity and a respectful work and learning environment is a key component in preparing students for success in a global economy. ISU strongly encourages applications from candidates who share these values.
POCATELLO AND SOUTHEAST IDAHO

Southeast Idaho is centrally located between Salt Lake City, Utah, and the popular vacation destinations of Yellowstone National Park, Grand Teton National Park, and Jackson, Wyoming. Southeast Idaho is often thought of as an outdoor lover’s paradise with something for everyone. The hills and the spectacular northern Rockies around Pocatello are covered with mountain bike trails and provide access to outdoor activities such as camping, fishing, hiking, hunting, skiing, kayaking, and rock climbing.

Interesting facts about Pocatello and Idaho: (information taken from https://visitidaho.org/about-idaho/)

- The city of Pocatello is located in Southeast Idaho and nestled at 4,448 feet in the western foothills of the Rocky Mountains along the Oregon Trail.
- Pocatello has an unusually desirable four-season climate where clear, sunny, and dry is the norm.
- Residents of Pocatello enjoy the city’s 32 parks, the Idaho Museum of Natural History, the Fort Hall Replica, golf courses, a swimming complex, bike and hiking trails, Pocatello Junction, a skate park, and Zoo Idaho.
- Bannock County has a population of 82,539 and the county seat is located in Pocatello which is populated by nearly 55,000 residents.
- Based on average housing costs, utilities, healthcare, transportation, groceries, and other services, Idaho’s cost of living is the second lowest of the 11 western states.
- Idaho has a strong and diversified economy. Manufacturing and agriculture remain top industries while high-tech, tourism, retail, healthcare, business, and information services are growth sectors.
- According to FBI statistics, Idaho’s crime rate is the lowest in the West. The rate of serious crime is 21.3 percent less than the national average.
- Idaho has more river miles than any other state, 3,100 miles.

For additional information on Pocatello and Southeast Idaho, please visit:

City of Pocatello Idaho:  www.pocatello.us
Visit Pocatello.com:  www.visitpocatello.com
Greater Pocatello Chamber of Commerce:  www.pocatelloidaho.com