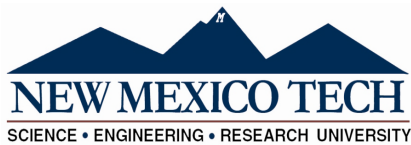


**Posted:** July 7, 2025



## POSITION ANNOUNCEMENT

**TITLE:** INTERNAL LEGAL COUNSEL

**DEPT:** ADMINISTRATION AND FINANCE

**REG** ☒

**TEMP** ☐

**FULL TIME** ☐

**PART TIME** ☒

**STARTING RATE or SALARY RANGE** \$40,000 - \$65,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH: Concurrent\*** CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

Internal Legal Council for NMIMT to engage, retain, and manage legal counsel and support the University's legal needs. Serve as legal advisor to the President, Vice Presidents, Board of Regents, and Human Resources on legal matters. Provide legal opinions, guidance, and recommendations on a vast array of subjects. Direct or conduct the drafting, review, and negotiation of a wide range of contracts and agreements, including vendor agreements, real estate transactions, gift and endowments agreements, software licenses and technology transfer agreements. Offering legal opinions, guidance, and recommendations on a vast array of subjects. Also, this position will ensure institutional compliance with a multitude of complex federal and state laws and regulations. Along with offering legal opinions, guidance, and recommendations on a vast array of subjects. This will include providing legal review of Board of Regents items on governance issues, fiduciary duties, and best practices. This position will ensure institutional compliance with a multitude of complex federal and state laws and regulations.

### JOB DUTIES:

Engage, retain, and manage outside legal counsel as necessary to support the University's legal needs and fulfill the duties outlined herein.

Serve as the legal advisor to the President and Vice Presidents.

Offer legal opinions, guidance, and recommendations on a vast array of subjects.

Interpret and apply federal, state, and local laws, regulations, and court decisions relevant to higher education.

Direct or conduct the drafting, review, and interpretation of university policies, procedures, regulations, and bylaws to ensure legal compliance and institutional effectiveness.

Direct or conduct the drafting, review, and negotiation of a wide range of contracts and agreements, including vendor agreements, real estate transactions, gift and endowment agreement, software licenses and technology transfer agreements.

Advise on all aspects of employment law, including hiring, firing, disciplinary actions, discrimination, harassment, wage and hour issues, leave laws and internal investigations. Provide legal review for the Board of Regents on governance issues, fiduciary duties, and best practices.

Ensure institutional compliance with a multitude of complex federal and state laws and regulations, including but not limited to:

FERPA: Student records privacy.

Title IX: Gender equity, sexual harassment, and discrimination.

ADA & Sections 503/504 of the Rehabilitation Act: Accessibility and accommodations. HIPAA: Health information privacy.

Clery Act: Campus crime reporting and safety.

Research Compliance: animal use protocols, radiation safety, Institutional Review Board (IRB), export controls, conflict of interest.

Labor and Employment Laws: FLSA, ADEA, FMLA, ADA, EEO.

Accreditation Standards: Legal aspects related to maintaining accreditation.

Sunshine Laws/Inspection of Public Records Acts: Responding to public records requests. Immigration Law: For international students and scholars.

Tax Law: Related to non-profit status, endowments, etc.

Environmental Law: For campus operations and research facilities.

Advise on student disciplinary processes, due process rights, and relevant laws.

Collaborate with VPAF on risk management initiatives to identify and mitigate institutional risks.

**REQUIRED QUALIFICATIONS:**

Juris Doctorate. Admitted to the practice of law by the New Mexico Supreme Court and in active status. 10+ years experience in New Mexico state or local government (higher education experience preferred but not required). Excellent judgment and analytical skills. Strong communication and interpersonal skills (ability to explain complex legal concepts to non-attorneys). Problem-solving orientation and creativity. High ethical standards and discretion. Ability to work collaboratively with diverse stakeholders. Understanding of the unique culture and mission of a university. Ability to manage multiple priorities in a fast-paced environment.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	O
15 - 30 pounds	S
30 - 50 pounds	S
50 - 100 pounds	O
100 + pounds	S

**PHYSICAL DEMANDS:**

Standing 10%	Sitting 80%	Walking 5%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other