

TITLE OF THE POSITION: Sr. Corporate Counsel

TYPE OF POSITION: Support Staff

AREA/DIVISION: Executive Office

JOB DESCRIPTION

Support the General Counsel & Chief Compliance Officer in all legal and compliance activities. This position will be responsible for overseeing and managing a wide range of legal matters, with a focus on contract review, corporate governance, compliance, and day-to-day legal support.

EDUCATION AND CERTIFICATION REQUIREMENTS

- Law degree
- Over 8 years' experience in legal, corporate and compliance affairs in a dependency, agency or private company.
- Bilingual: Spanish & English.

QUALIFICATIONS AND PREVIOUS EXPERIENCE REQUIRED

- Strategic thinking.
- Customer service oriented to the Area/Division needs.
- Ability to positively relate with other people, coordinate and work in teams.
- Problem solving skills.
- Organized, responsible and careful of details.
- Oral and verbal communication skills in Spanish & English.
- Supervises the access of legal documents and information in the area according to the protocol and privacy policies.

DUTIES AND RESPONSIBILITIES

- **Legal Advisory:** Provide day-to-day legal advice to administrative offices including Human Capital, Finance, Operations, OIT, Procurement, Institutional Advancement, Admissions, Infrastructure, and School Divisions. Coordinate the granting, revocation and accountability of the powers of attorney. Administration, control and safeguard of the legal documentation of the organization. Coordination of public notaries and external law firms for the handling of miscellaneous matters. Coordination and implementation of the projects required. Consultancy in different legal issues, ensuring the development of the activities of the areas/division according to the legal dispositions to minimize risks and fines. Draft of different legal documents as letters, legal documents, etc.
- **Contract Management:** Draft, review, negotiate, and manage a wide range of commercial contracts including NDAs, service agreements, supply contracts, and construction-related agreements.

- **Corporate Governance:** Support the General Counsel on corporate governance function, including preparation of board resolutions, minutes, and corporate books.
- **Compliance and Ethics:** Develop, implement, and monitor compliance programs and internal
- **Data Privacy Compliance:** Oversee and update privacy policies and ensure compliance with applicable data protection laws and regulations.
- policies. Lead or support internal investigations as needed.
- **Training:** Design and conduct legal and compliance training programs for employees across the organization.
- **Labor:** Advise on employment-related legal issues including contracts, workplace investigations, and labor terminations.
- **Infrastructure:** Provide legal oversight related to construction projects, including licenses and permitting, contractor agreements, and compliance programs.
- **Risk Management:** Identify potential legal risks and propose strategies for mitigation.

The activities above mentioned in this job description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division.

SUPERVISES

No one.

EVALUATION

Reports to and is evaluated by: General Counsel & Chief Compliance Officer. Shall be evaluated annually according to procedures established by school policy.

Authorized by:

Head of Division/Director of Area: _____

Revised and Updated: May 22, 2025.

Human Capital: _____