Coordinator, Legal and Policy

The Arizona Board of Regents (ABOR) is seeking a Coordinator, Legal and Policy to support the legal operations of the ABOR office. Under the direction of the Senior Vice President and General Counsel, the successful candidate will be responsible for a variety of duties to include policy review and development, records and legal files management, and administrative duties with moderate to complex levels of difficulty.

Typical Duties: (The job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described and do not limit the assignment of the related tasks in any position of this class.)

- Assist with the policy development and review process.
- Maintain the Board Policy Manual and policy archives.
- Perform research related to practices, policies, and legal requirements.
- Manage litigation holds.
- Manage notice of claims process.
- Coordinate responses to subpoenas for records.
- Prepare various reports for legal staff and the board.
- Maintain legal databases and files.
- Schedules and coordinates Tri-University Legal Affairs Council and various tri-university work group meetings.
- Facilitate the procurement, implementation, and ongoing use of policy management and public records request software solutions.
- Manage annual substantial interest disclosure process for staff and regents.
- Coordinate legal training for new hires and annual legal training for all staff.
- Maintain national legal memberships for the university system.
- Assist legal staff with arbitrations.
- Assist with drafting legal documents and correspondence.
- Assist with processing and responding to public records requests.

Knowledge, Skills and Abilities:

The successful candidate will demonstrate:

- The ability to work independently.
- Comprehensive knowledge of concepts, terminology, principles and procedures of American law and functions and jurisdictions of
local, state, and federal courts and related agencies.

- Knowledge of methods and techniques of legal research and the use of statutes, codes, and other legal resources and skill in analytical and problem-solving techniques.
- Organizational skills with a strong attention to detail.
- Skill in dealing with a wide range of topics including confidential and sensitive information.
- The ability to develop and maintain effective working relationships.
- The ability to communicate, verbally and in writing, effectively with tact and diplomacy.
- The ability to work in a fast-paced environment with frequently changing priorities.

**Minimum Qualifications:**

- Candidate must be proficient in MS Office (Word, Outlook, Excel, PowerPoint, SharePoint, and Access), Adobe Acrobat, Zoom, MS Teams, and the internet.
- Minimum qualifications include a bachelor’s degree and three years of experience; OR any equivalent combination of experience and/or education from which comparable knowledge, skill, and abilities have been achieved.
- Knowledge of higher education and Arizona open meeting and public records laws is preferred.

**Salary and Benefits:**

- Starting at $55,000 per year, depending upon experience and qualifications.
- This is a full-time position with health and dental benefits. This position will be enrolled in the Arizona State Retirement System. Tuition reduction benefits to Arizona public universities are available to employees and their dependents. For a full list of available benefits, click [here](#).
- This position will be working in person at the board office Monday through Friday and may be eligible for a partial remote work schedule, subject to the needs of the office.

**How to Apply:**

Applicants should send cover letter, resume and the names and contact information of three professional references who are able to speak to the qualifications listed above to: [hr@azregents.edu](mailto:hr@azregents.edu) or Arizona Board of Regents • 2700 North Central Avenue, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin immediately.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.