

Job Description

Company: Brazos Higher Education Service Corp. Inc.
Job Title: Attorney II
Effective Date: 4/3/2023
Department: 1111 – Corporate Administration
Location: Waco or Partially Remote
Reports to (Title): EVP General Counsel

For Internal HR Use:

FLSA Status:

Grade:

I. Job Summary

Assists the EVP General Counsel with legal representation on a wide variety of legal and compliance matters in various aspects of the law including Consumer Financial Services, Non-profit Corporations, Data Privacy and Security, and Public Finance.

II. Essential Duties and Responsibilities include the following. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other minor duties may be assigned.

- Lead and direct the administration of contracts through the contract lifecycle, which includes drafting, review, negotiation, tracking of status of contract negotiations, working with business stakeholders on contract transmittal and reviewing process and maintenance of contract database;
- Assist and lead compliance related activities, which includes regulatory compliance, contract compliance, corporate policy compliance, and training includes compliance management and coordination of compliance efforts around complex financing contracts;
- Research, identify and mitigate legal and compliance risks across the organization, including, but not limited to, those related to consumer protection laws (such as ECOA, FCRA, TILA, UDAAP) and data privacy and security laws;
- Conduct review of consumer facing marketing material and work with business stakeholders on marketing material review and storage to ensure compliance, and evidence of compliance, with applicable consumer protection laws and regulations;
- Identify legal issues, conduct legal research and draft memorandum and correspondence in response to legal questions presented by clients across all departments;
- Analyze changes, track and monitor new or proposed federal, state and local legislation and regulations, and help identify the implications of those changes on the company's operations and activities;
- Participate in business meetings and planning sessions, identify legal issues and risk, and assist business stakeholders in mitigating risks;

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- Assist the EVP General Counsel in overall management and organization of the legal/compliance department's duties and responsibilities, which includes some clerical duties and responsibilities;
- Assist with other legal/compliance department objectives.

III. Supervisory Responsibilities

Occasionally responsible for assigning activities to other employees.

IV. Qualifications

The requirements listed below are representative of the qualifications necessary to perform the job.

A. Education

Required: Doctorate
Field of study: Juris Doctor

Preferred: Doctorate
Field of study: List all that are appropriate.

B. Experience

Required: 1 year but less than 3 years of previous experience

Preferred: 3 years but less than 5 years of previous experience

C. Certificates, Licenses, Registrations or Other Requirements

- Licensed to practice law in US jurisdiction

D. Other Knowledge, Skills or Abilities Required

- Experience with contract review process in a corporate environment, including reviewing, drafting, and interpreting contracts, experience with complex financing documents and public finance is a plus.
- Ability to understand and interpret regulations and laws and disseminate relevant information in an efficient, effective manner.
- Ability to analyze the impact of legal and regulatory requirements on business units.
- Ability to organize and prioritize work and meet deadlines.
- Strong verbal, written, public speaking and interpersonal skills.
- Willingness to be a team player, including tasks not traditionally performed by a licensed attorney, including clerical tasks
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook and Power Point
- Basic understanding and knowledge of technology used in business units, such as databases, CRMs, and other technology solutions

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V. Work Environment

Listed below are key points regarding environmental demands and work environment of the job. *Reasonable accommodations may be made* to enable individuals with disabilities to perform the essential functions of the job.

- Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc.) **Most of the day**
- Required to exert physical effort in handling objects **Rarely**
- Required to be exposed to physical occupational risks (such as cuts, burns, exposure to toxic chemicals, etc) **Rarely**
- Required to be exposed to physical environment which involves dirt, odors, noise, weather extremes or similar elements **Rarely**
- Normal setting for this job is an **Office Setting**.