

Job Description

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

For Internal HR Use:
FLSA Status:
Grade:

I. Job Summary

The Paralegal III will support the EVP General Counsel on a variety of legal and compliance matters in various aspects of the law relating to Consumer Financial Services, Non-profit corporations, 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.

Under the supervision of the EVP General Counsel:

- Lead and direct the administration of all contracts through the contract lifecycle, including tracking of status of contract negotiations, liaise with business stakeholders on contract transmittal and review process, review of standard terms and conditions, and maintenance of contract database;
- Assist and lead compliance related activities, which includes regulatory compliance, contract compliance, corporate policy compliance, and training. This includes compliance management and coordination of complex financing contracts;
- Research, identify and mitigate legal and compliance risks across the organization, including those related to consumer protection laws (such as ECOA, FCRA, TILA, UDAAP) and data privacy and security laws;
- Work with business stakeholders on marketing review and storage to ensure compliance with applicable consumer protection laws;
- Assist with the identification of legal issues, conduct legal research and draft memorandum and correspondence in response to legal questions presented by clients across all departments;
- Analyze changes in legislation and regulations and help identify the implications of those changes on the company's operations and activities;
- Assist with other legal/compliance department objectives.

III. Supervisory Responsibilities

Occasionally responsible for assigning activities to other employees.

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IV. Qualifications

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

A. Education

Required: Associate's Degree
Field of study: Paralegal studies

Preferred: Bachelor's Degree
Field of study: =Any

B. Experience

Required: 7 years but less than 10 years of previous experience

Preferred: 10 years or more of previous experience

C. Certificates, Licenses, Registrations or Other Requirements

- Paralegal Certificate

D. Other Knowledge, Skills or Abilities Required

- Experience reviewing, drafting and interpreting contracts, experience with complex financing documents a plus
- Ability to understand and interpret regulations and laws and disseminate relevant information in an efficient, effective manner.
- Experience with Corporate Governance and Compliance
- 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 and public speaking and interpersonal skills.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook and Power Point)
- Basic understanding of technology, such as databases, CRM, and other technology solutions

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**

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- Normal setting for this job is an Office Setting.