To apply, submit an employment application (click here for application), Resume, and letter of interest to: General Counsel 
5301 S Highway 16, Rapid City, SD 57701

I. POSITION TITLE: Associate General Counsel

II. EMPLOYEE CLASSIFICATION: Executive

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE/REPORTS TO: General Counsel

V. POSITIONS REPORTING TO THIS POSITION: N/A.

VI. DUTY HOURS: 8:00 a.m. to 5:00 p.m., Monday through Friday, plus additional hours as may be required to complete responsibilities/duties. Travel required.

VII. MINIMUM REQUIREMENTS:

   EDUCATION: Juris Doctor degree from an ABA-approved law school; current license to practice law.

   EXPERIENCE: Eight-ten years’ experience serving as in-house corporate counsel with securities law knowledge and practice experience. Over ten years’ experience preferred.

   PHYSICAL: Ability to exert force occasionally to lift, move and/or carry objects up to 40 lbs.; finger dexterity; hand-eye/mind-eye coordination.

   SKILLS EXPECTATIONS: Extensive knowledge of securities law, NASDAQ listing requirements, public debt offerings, and credit facilities. Extensive experience with preparing proxy statements, registration statements and 1934 Act reports; Section 16 compliance; and corporate governance matters. Experience in higher education is helpful, but not required. Legal/technical writing skills required; excellent speaking skills; ability to analyze complex legal issues; reasoning/analytical/decision-making abilities; reading comprehension; ability to effectively supervise the work of others; coaching and training others; computer keyboarding and working knowledge of MS Word, Outlook, Excel, and PowerPoint.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: The associate general counsel assists the general counsel and executives in providing, acquiring, coordinating and monitoring corporate and securities law legal services and legal corporate compliance issues for the
university’s parent company to ensure that it and ownership entities are protected through accurate corporate and securities legal advice and services.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

*A. Provide corporate and securities advice across various departments;

*B. Draft SEC periodic reports (10-Ks, 10-Qs and 8-Ks); research and answer questions on general securities matters and corporate governance, including compliance with NASDAQ rules, Dodd-Frank, and Sarbanes-Oxley Act;

*C. Draft company proxy statement, including executive compensation disclosure, and oversee preparation of annual meeting of stockholders

*D. Assist in the preparation of other periodic and annual reports and other securities law filings;

*E. Assist with development, implementation and maintenance of various compliance initiatives and corporate governance practices and policies;

*F. Support corporate transactions and other special projects, such as public debt offerings and/or mergers and acquisitions;

*G. Assist in managing outside corporate and securities law counsel when required to assist the company with its securities and corporate governance compliance initiatives;

*H. Assist with corporate policies and procedures;

*I. Draft, review and recommend approval of university policies and procedures, bylaws, resolutions, handbooks and other documents related to governance, regulatory compliance and business operations of the university.

*J. Analyze a broad range of complex corporate and securities laws and regulations affecting the university, including, but not limited to, federal and state laws and regulations affecting the corporate structure of the parent company and subsidiaries.

*K. Perform other duties as assigned by the general counsel.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

A. Board members, executives, and administration of the parent company and subsidiaries, as well as the university.

B. Business people; clients; federal, state, and other officials; customers within the parent company and university’s local communities, states, regions, and across the nation.

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures, and practices of the university and/or the CEO.
National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

All enumerated items denote essential job elements.