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## General Counsel & Secretary

**2020**

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## The Organization

Organization	New York University
Location	New York, NY
Year Founded	1831
Website	<a href="https://www.nyu.edu/">https://www.nyu.edu/</a>
Organization Overview	<p><b>NYU</b></p> <p>Founded in 1831, NYU is one of the most prominent and respected research universities in the world, featuring top-ranked academic programs in 19 schools and colleges and accepting fewer than one-in-five undergraduates. Anchored in New York City and with degree-granting campuses in Abu Dhabi and Shanghai as well as 12 study away sites throughout the world, NYU is a leader in global education, with more international students and more students studying abroad than any other US university.</p> <p>NYU students come from nearly every state and 133 countries, and the University draws upon the diverse backgrounds of its faculty, staff, and students, ensuring its scholarship and teaching benefit from a wide range of perspectives. NYU takes seriously its role as an engine of social mobility, and stands out among the top US universities in its representation of low-income and first-generation students within its community.</p> <p>Now among the largest private universities in the US, NYU provides a rigorous, demanding education to more than 50,000 students and undertakes nearly \$1 billion in research annually. It counts among its faculty recipients of the highest scholarly honors and is a top producer of patents and revenue from licensing among US universities. NYU has a vast network of alumni who have gone on to succeed across professions, from the sciences to the arts and government, throughout the world.</p> <p>Including NYU Langone Health, its health system, NYU has an annual budget of nearly \$14 billion (\$3.5 billion, excluding the health system). It has an endowment of approximately \$4.1 billion, which, as an aggregate number, places it among the top 30 endowments in US universities. On a per student basis, the endowment is approximately \$93,000 per student. Even as a tuition-dependent university, NYU remains firmly committed to access and opportunity: President Hamilton made affordability an early priority and the University continues to focus on making NYU more affordable for more students.</p> <p>In addition, NYU is a large employer and real estate owner. The University employs more than 19,000 individuals (in addition to the thousands employed by NYU Langone Health), and has 11 separate collective bargaining agreements with respective unions. The University also owns nearly 12 million square feet of real estate.</p> <p><b>The Office of the General Counsel</b></p> <p>The Office of General Counsel (OGC) provides legal services to New York University, including all of NYU's schools and administrative offices, NYU Langone Health and other NYU affiliates, NYU's portal campuses in Abu Dhabi</p>

and Shanghai, and all of NYU's global academic sites. It serves as a strategic partner to its University clients, providing timely and expert legal advice and guidance to the University, which includes NYU Langone Health, in support of NYU's educational goals and objectives. The office collaborates frequently with the Office of Compliance and Risk Management, as well as the Office of Equal Opportunity.

The OGC's objective is to provide professional and reliable legal advice, guidance and support, including:

- Serving as a resource for informed decision-making and creative problem-solving to facilitate the University's pursuit of its mission of teaching, research, and service;
- Advising and supporting University personnel to ensure excellence in fulfilling NYU's legal and ethical obligations;
- Facilitating all aspects of transactions at the University as necessary or appropriate;
- Representing the University as legal counsel in judicial and governmental proceedings by advocating and defending its interests; facilitating communications, where appropriate, among various University departments and schools in the context of legal matters;
- And serving as the point of contact for all interaction with outside counsel, who may be retained by the OGC in its sole discretion from time to time as circumstances warrant.

### **The Global Network**

Over the past two decades, NYU has pioneered a new model of global higher education. NYU's global network is an interconnected system of degree-granting campuses and global academic centers (15 in total) that allows students and faculty to transverse country, institutional, and disciplinary boundaries so that they may advance in their studies and research.

Launching from one of three degree-granting campuses in New York City, Abu Dhabi, and Shanghai, students seamlessly live and study at one or more of NYU's 12 academic centers on six continents as they make progress towards their undergraduate and graduate degrees. Urban in quality and distinction, NYU has an academic center in Accra, Berlin, Buenos Aires, Florence, London, Los Angeles, Madrid, Paris, Prague, Sydney, Tel Aviv, and Washington DC.

In addition to providing students with an unparalleled study abroad experience, NYU's network of global sites serves as a critical platform upon which NYU faculty and graduate students can continue their research, scholarship, and creative work in settings other than their home campuses. It is noteworthy that all sites are run by research-active faculty and each academic center has a standing faculty committee that governs which courses are offered while studying away and who will teach them; local faculty in each city where courses are offered are drawn from the best of their fields.

NYU persistently ranks first among all US universities in students studying abroad and in international students enrolled. Nearly half - and growing - of all undergraduates study away before graduating, with 80% of those current undergraduates plus recent alumni who studied away stating that their study away was "most important to their experience as a student at NYU."

NYU's global presence, encompassing approximately 200 FTE employees and upwards of 400 part-time faculty, teaching, and other staff, requires oversight involving a variety of regulatory and legal environments, as well as

a range of organizational structures and academic partnerships with local and federal governments and academic agencies that span the globe.

### **NYU Langone Health**

With six inpatient locations, three Emergency Departments, 235+ outpatient locations, and two leading medical schools, NYU Langone Health is among the premier and fastest-growing academic medical centers in the nation. Its trifold mission to serve, teach, and discover is achieved daily through an integrated academic culture devoted to excellence in patient care, education, and research. As a major academic medical center, NYU Langone Health serves a community of diverse populations with a wide range of healthcare needs, and does so with a focus on person- and family-centered care. Its primary service area includes Manhattan, Brooklyn, and Queens, and its secondary service area extends into Staten Island, Long Island, Westchester, and New Jersey.

## The Position

<b>Position Title</b>	General Counsel & Secretary
<b>Location</b>	New York, NY
<b>Reports to</b>	Andrew Hamilton, President
<b>Position Summary</b>	<p>The General Counsel &amp; Secretary is the University's chief legal affairs officer and oversees the in-house Office of the General Counsel, as well as the Office of the Secretary. Reporting directly to the President, the General Counsel is a member of the President's cabinet. The General Counsel also plays a central role in policy formulation and the stewardship of the University through service on University-wide and Trustee councils and committees, as needed.</p> <p>NYU is, in many ways, peerless. It is the largest private university in the United States, and its global ambition and reach are second to none. It is a massive entity by every measure: nearly \$14 billion in totality, a large employer, healthcare provider, and property owner in New York City. NYU is a formidable research engine and creator of knowledge, innovation, and discovery, with significant licensing and patent rights and revenues. It is a progressive institution, pushing both the traditional boundaries of higher education and the boundaries of its own campus, to best serve the needs of a changing world.</p> <p>Given NYU's singularity, the General Counsel is a multifaceted leader whose leadership is distinctly accretive to the institution. The General Counsel must not only be attuned to the risk management aspects of the enterprise but must be forward thinking to lead a proactive legal function necessary in such an ambitious university. The General Counsel provides both structure and flexibility, as appropriate, to guide the University's strategic endeavors and operational management.</p> <p>The General Counsel is a key member of the University's leadership team, which encounters a wide breadth of complex issues on a daily basis. The General Counsel is a critical voice on these matters, and lends strategic insight on, and management of, key issues. Many of these issues are naturally endemic to higher education, though some are distinct, given the uniqueness and scale of the NYU enterprise. In particular, amongst many</p>

other issues, the General Counsel (or when appropriate, their team in the Office of the General Counsel) helps develop and manage the institution's risk management and crisis prevention/response; addresses opportunities and challenges arising from NYU's distinctly global enterprise; engages on matters that arise from one of NYU's 11 separate unions and nearly 20,000-strong workforce, including overseeing contract negotiations in collaboration with the Executive Vice President; and works in collaboration with NYU Langone Health's legal office to handle any overarching matters.

The next General Counsel of NYU will be a thought leader in their respective field, whether that be higher education or another industry, and will bring a broadly applicable skillset and experience that lends itself to NYU's boundary-pushing nature. No matter the industry from which they come, the General Counsel will bring a track record of success in a complex, collaborative environment, specifically with relevant global experience.

The General Counsel must also be able to lead through influence and persuasion. A naturally mission-driven individual, the General Counsel will have a strong operational sensibility and a natural instinct to connect dots, help others, and solve problems.

## Responsibilities

### Specific responsibilities for the role include:

- Act as chief legal advisor on all legal matters for the University, including litigation, contracts, labor, personnel, intellectual property, student affairs, real estate, healthcare, ethics, reputational risk, and other relevant issues.
- Serve as the University's Secretary, the administrative liaison for the University with the Board of Trustees and the University Senate.
- Serve as the University's chief legal representative with internal and external organizations and constituencies, including the 11 unions representing NYU employees.
- Serve as a core member of the President's leadership team and contribute to strategic planning and policy decisions.
- Work closely with and provide support to the Executive Vice President and General Counsel of NYU Langone Health as needed.
- Advise the executive leadership team and Board of Trustees on bylaws, governance, and compliance with conflict of interest policies and support records and documents related to the Board's formal activities.
- Manage the Office of the General Counsel, including approximately 35 attorneys and 10 professional staff, and oversee outside counsel.
- Spot, assess, and manage risk across the University's numerous research programs and international campuses.
- Serve on key University committees and councils, providing recommendations where applicable.
- Directly manage the University's most complex and significant litigation activities.
- Attract, develop, and retain legal talent to support the University's mission and growth objectives.

## The Person

### Pivotal Experience & Expertise

- **Senior Legal Experience in a Large, Complex Environment:** A sitting or former chief legal officer at a large, complex higher education institution; alternatively, a sitting or former chief legal officer, or direct report to a chief legal officer, at a large, global organization in the private or public sectors. Experience serving on and working with a sophisticated management team and/or Board is highly desired.
- **Excellent Legal Credentials and Broad-based Legal Expertise:** J.D. from a well-respected law school. Broad legal knowledge including but not limited to contracts, tax, labor/employment, real estate, and intellectual property. Experience managing a wide range of complex and global legal, regulatory, and policy matters.
- **Management Experience at Scale:** A seasoned, well-regarded leader with a track record of building and managing talent and leading large-scale projects in a complex organization.
- **International Exposure:** Experience operating in a multi-national corporation or an organization with substantial international exposure or a global issue set.
- **Public Policy and/or Regulatory Experience:** Understanding of public policy trends at the federal and state level that may impact the University.

### Leadership Capabilities

- **Strategic Acumen:** Able to define a clear vision and contribute to the University's overall strategy. Able to make clear, well-reasoned decisions, particularly in the face of ambiguity.
- **Builds Talent and Teams:** Builds and harnesses highly talented, diverse teams. Coaches and develops others, understands team dynamics, and the overall capability of the organization.
- **Executive Presence and External Credibility:** Confident with a sense of humility; builds powerful relationships and able to relate to a wide range of stakeholders. Exceptional communication skills.
- **Drives for Results:** Evokes ownership and accountability, streamlines process/structure, and reallocates resources quickly and flexibly. Action-oriented and proactive.

### Culture Fit

- **Collaborative Orientation:** Collaborative leader who recognizes the power of the team in maximizing organizational effectiveness. Astute and diplomatic negotiator who can find common ground among different constituents.
- **Agile and Innovative:** Superior intellect and analytical skills; thinks and plans, reframes issues, and quickly cuts through complexity. Entrepreneurial and creative approach to developing new ideas.
- **Global Mindset:** Globally minded thinker; culturally sensitive and with an awareness of different ways of operating, leading, and of different legal systems.

- **Track Record of Diversity & Inclusion:** Open-minded leader with extensive experience leading and building diverse teams, and who upholds the value of merging a wide range of perspectives.
- **Purpose Driven and Highly Ethical:** Zeal for the University's mission and motivated by purpose driven work. High ethical standards exhibited in knowledge, practice, and professional responsibility. Exercises sound judgment.

## Engagement Team

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*Heidrick & Struggles serves the executive leadership needs of the world's top organizations as a trusted advisor for leadership consulting, culture shaping and senior-level executive search services. Our data driven solutions empower senior executives and boards of directors to transform their organizations by leveraging top talent and accelerating performance across all layers of the business.*