

University of West Florida
Associate General Counsel – Position #125600

The University of West Florida in Pensacola, FL is now accepting applications for the position of full-time Associate General Counsel.

Job Summary:

This position serves as a full-time attorney representing the University. The Associate General Counsel is expected to advise, assist, and act on behalf of the General Counsel in providing the full range of legal services to the Board of Trustees, the President, the administration, faculty, and staff of the University of West Florida. As assigned by the General Counsel, the position will be expected to represent the University and its representatives in court, before administrative agencies, and in negotiations and other matters where University interests are at issue; coordinate and supervise University litigation matters with outside counsel and in consultation with the General Counsel; and provide training to internal groups. The position requires practicing in a variety of areas of the law and maintenance of high ethical standards.

The position utilizes the following knowledge, skills, and abilities:

- negotiate and draft contracts;
- knowledge of the government procurement process;
- thorough and persuasive legal research and writing;
- work independently and as a team member;
- communicate effectively orally and in writing with a variety of persons including other lawyers, University administration, and staff;
- establish and maintain effective working relationships with co-workers, University employees, and outside attorneys;
- analyze complex scenarios and provide appropriate legal guidance;
- organize and prioritize work for timely completion;
- strategize and integrate short-term and long-term goals;
- diffuse and respond professionally to stressful situations and difficult people; and
- thrive in a small team environment that serves a large and diverse campus community at a growing public regional university.

The individual will analyze complex legal problems and apply legal principles, facts, and precedents to a broad range of issues; effectively complete complex legal research; and present statements of fact, law and argument clearly and logically in written and oral form tailored to audiences of different levels of legal familiarity. This position may focus on several areas of the law, including: contract and transactional law; real property; higher education law; employment and labor negotiations; student affairs; intellectual property law; and law specific to state entities.

Minimum Qualifications:

Law degree (L.L.B or J.D.) and two years experience as an attorney. Must be a member of the Florida Bar.

Position Qualifications:

Graduation from an accredited law school with a J.D. (jurisprudence doctorate). Minimum of five years' experience as an attorney with two years in Florida; excellent legal research, writing, and communication skills; excellent client service skills; or a combination of education, training, and work experience equal to or greater than the requirements listed. Licensed to practice law in Florida and membership in good standing with the Florida Bar are required.

Experience preferably in an institution of higher education Contract Management or Procurement Services department. Significant knowledge of applying laws, rules, and regulations pertaining to contracting, leasing, and contract-related purchasing is desirable.

Preferred Qualifications:

Experience in one or more of the following areas of legal practice: transactional law (contract, real property, and/or construction); labor and employment law; Title IX; tort/litigation; and NCAA compliance. Also helpful: experience in higher education, state government, or local government in Florida; knowledge of Florida Sunshine law.

Application Deadline: September 10, 2026

Projected Start Date: September 28, 2026

Salary: \$102,397 - \$112,636

To Apply: Candidates must apply online through the University of West Florida website: <https://jobs.uwf.edu>. Applicants are required to attach a resume, cover letter and contact information for three references. References will be contacted upon submission of this application. An opportunity to upload these documents will be provided during the application process. For assistance, please contact Human Resources at 850-474-2694 or email jobs@uwf.edu.

The University of West Florida is an Equal Opportunity/Access/Disabled/Veteran employer. Any individual who requires special accommodation to apply is requested to advise UWF by contacting the UWF Human Resources Department at 850.474.2694. A criminal background check is required for successful candidates. E-Verify is required for employment. All applications for employment at the University are subject to the Florida public records law.

