Contract Sexual Misconduct and Discrimination Report Writing Attorney

Utah State University’s (USU) Office of Equity is seeking a Contract Sexual Misconduct and Discrimination Report Writing Attorney.

Responsibilities:

The Report Writing Attorney will:
1. Work with the Office of Equity Director, Title IX Coordinator, and Senior Investigator to receive training.
2. Review evidence and information collected in sexual misconduct and discrimination investigations.
3. Apply the law and University procedure to the facts of each case and draft investigation reports that will be issued by the Office of Equity.

Qualifications:
1. Juris Doctor degree and current license with at least one state Bar.
2. Ability to work 10-20 hours per week.
3. Demonstrated excellence in writing and legal analysis and ability to spot issues and to apply facts to policy.
4. Ability to draft reports quickly and efficiently. Attorney will be expected to complete 2-4 investigation reports during those hours each month.
5. Demonstrated experience working with confidential and sensitive issues and the ability to exercise discretion and good judgment.
6. Preference will be given to someone with past administrative investigation and report writing experience.

Pay is $35 per hour. Interested individuals should email their resume and writing sample to alison.adamsperlac@usu.edu as soon as possible.