University of North Carolina – General Administration
2015-2016 Higher Education Law Fellowship Program

The University of North Carolina General Administration, Division of Legal Affairs, invites applications for its one-year Fellowship in Higher Education Law under the direction of the General Counsel in the Legal Affairs Division. The University of North Carolina is a public multi-campus university composed of seventeen (17) constituent institutions and overseen by the Board of Governors the President of the University. UNC-GA acts as the administrative unit of the University and supports the President and the Board of Governors.

UNC Legal Affairs provides legal advice and counsel to the UNC Board of Governors, the UNC President, the senior officers of the UNC General Administration, and the legal counsel, chancellors, and senior officers of the 17 UNC constituent institutions, and the UNC Affiliated Entities. The Fellowship is designed to provide broad exposure to a diverse, varied and active public higher education law practice. Assignments will involve research, writing, drafting, and other project work in areas that may include employment law, academic and student affairs matters, business and real estate matters, intellectual property, copyright, technology transfer, regulatory compliance, and contract drafting and review.

Compensation and Benefits: The selected candidate will receive a generous stipend, health, and other benefits, and will earn vacation and sick leave days.

Minimum Qualifications
- Juris Doctorate degree from an ABA-accredited law school, awarded no later than June 1, 2015.

Preferred Qualifications
- Excellent research and writing skills;
- Demonstrated interest in the practice of higher education law;
- Ability to interact with University administration, faculty, staff, students, and the public;
- Strong interpersonal skills that reflect courtesy, diplomacy, and a collaborative approach to developing and maintaining effective working relationships;
- 2014 or 2015 graduate of the University of North Carolina at Chapel Hill School of Law or North Carolina Central University School of Law; and
- Member of the North Carolina State Bar, or must sit for the July 2015 North Carolina bar examination.

Required Documents (Submitted as Individual Documents in PDF Format)
- Cover letter describing qualifications;
- Resume;
- List of three (3) references, including contact information;
- Transcript(unofficial acceptable); and
- Writing sample of no more than ten (10) pages.

Submit application materials via email only by February 20, 2015, to Karin Szypszak, Paralegal, karins@northcarolina.edu.