



NOTICE OF VACANCY

BOARD ATTORNEY TO THE BOARD OF TRUSTEES

Reports To: Board of Trustees

Description of Position: The Board Attorney serves as chief legal counsel to the Board of Trustees and provides independent legal advice and representation concerning the governance, policies, operations, and legal obligations of the College. The Board Attorney advises the Board on compliance with federal and state laws, regulations, accreditation standards, board policies, contracts, employment matters, litigation, public records requirements, and other legal issues affecting the institution.

DUTIES AND RESPONSIBILITIES

- Serve as legal counsel to the Board of Trustees and attend regular, special, and emergency meetings of the Board as requested.
- Provide legal advice regarding governance matters, fiduciary responsibilities, board policies, and statutory obligations.
- Review, draft, and provide legal opinions on contracts, agreements, leases, memoranda of understanding, and other legal documents presented to the Board.
- Advise the Board regarding compliance with applicable federal and state laws, including Mississippi community college laws, employment laws, procurement laws, public records laws, ethics laws, and open meetings requirements.
- Provide guidance regarding personnel matters, student issues, risk management, and institutional liability.
- Represent or coordinate the representation of the Board and College in litigation, administrative proceedings, investigations, and regulatory matters.
- Assist with the development, review, and revision of Board policies and procedures.
- Advise the Board regarding accreditation-related legal matters and regulatory compliance.
- Review agendas, resolutions, and supporting documentation for legal sufficiency.
- Monitor changes in laws, regulations, and legal precedents affecting Mississippi community colleges and advise the Board accordingly.
- Coordinate with the College President and administrative staff on legal matters requiring Board action.
- Provide legal training and guidance to trustees concerning governance responsibilities and legal compliance.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- Maintain confidentiality regarding privileged communications and sensitive institutional matters.
- Perform other legal services and duties as requested by the Board of Trustees.

MANDATORY QUALIFICATIONS

- Juris Doctor (J.D.) degree from an accredited law school.
- Licensed and in good standing to practice law in the State of Mississippi.
- Minimum of five (5) years of legal experience, preferably in higher education, public sector law, employment law, governmental affairs, or related fields.
- Demonstrated knowledge of Mississippi statutes governing community colleges and public entities.
- Experience with contract law, employment law, governance, litigation management, and regulatory compliance.

DESIRABLE QUALIFICATIONS

- Experience representing public colleges, universities, school districts, governmental agencies, or boards.
- Knowledge of accreditation standards and higher education regulations.
- Experience advising governing boards and executive leadership.

KNOWLEDGE AND SKILLS REQUIRED

- Thorough knowledge of federal and state laws applicable to higher education institutions.
- Strong analytical, negotiation, and legal writing skills.
- Ability to communicate complex legal matters clearly and effectively.
- Ability to exercise sound judgment and provide practical legal solutions.
- Ability to maintain confidentiality and professional ethics.
- Ability to work effectively with trustees, administrators, employees, and external stakeholders.

TERMS OF EMPLOYMENT

The Board Attorney serves at the pleasure of the Board of Trustees and is subject to appointment, renewal, or termination in accordance with the terms of the professional services agreement approved by the Board. The Board will conduct an annual, formal evaluation of the attorney's performance to ensure legal and operational goals are being met.

SALARY

Compensation shall be established by the Board of Trustees through a professional services agreement and may include a monthly retainer, hourly rate, or other mutually agreed-upon arrangement. Must submit a detailed, itemized monthly bill that outlines the dates worked, tasks performed, hours logged, and associated fees

DISCLAIMER

This position description is intended to describe the general nature and level of work performed and is not intended to be an exhaustive list of all duties, responsibilities, and qualifications required.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (online only)
2. Unofficial College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External – July 31, 2026 at 5:00 P.M.