



**Attorney IV**  
**Working Title: General Counsel**  
**Job Bulletin**  
**Permanent, Full-Time**

The California Student Aid Commission (CSAC) is seeking an Attorney IV, General Counsel. In this role, you will serve as a member of the Executive team performing a wide variety of professional legal work consisting of the most complex legal questions and emerging legal issues related to higher education financial aid programs and student eligibility, including undocumented students.

Read more details about this opportunity and to apply at [Cal Careers](#).

**About you:** Are you interested in making a difference in the lives of fellow Californian's while achieving your career goals? Do you have a commitment to serving California's diverse communities while advocating the principles of accountability, confidentiality, and integrity? If you are looking for a fast-paced dynamic work environment promoting educational equity and making postsecondary education affordable, CSAC is the job for you.

The following bullet points describe you:

1. You have experience participating in the research and monitoring of emerging legal issues, state and federal legislation, and administrative and court decisions.
2. You have the ability to conduct legal research, provide advice on, and draft communications and legal documents regarding a range of state and federal laws, regulations, and policies.
3. You have the willingness to be flexible and act as a team player to help achieve overall department goals.
4. You have the ability to exercise a high degree of initiative, flexibility, judgment, and confidentiality.
5. You have demonstrated commitment to fostering and advancing diversity, equity and inclusion.
6. You have the ability to independently manage and prioritize work while collaborating with diverse groups of constituents.
7. You have strong professional communication skills.

**Location:**

CSAC's Headquarters:  
11120 International Drive, Suite 100  
Rancho Cordova, CA 95670

This position is eligible for telework. The amount of telework is at the discretion of the Department and based on the California Student Aid Commission's current telework policy. While the California Student Aid Commission supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements consider an employee's designated Headquarters Location, primary residence, and may be subject to change by the California Department of Human Resources. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

**Salary Ranges:** \$11,644.00- \$14,954.00

**Benefits:** Benefit information can be found on the [CalHR](#) website and the [CalPERS](#) website.

**Last day to apply:** Open until filled. This position will remain open and applications will be reviewed until the position is filled. Applications will be reviewed the 1<sup>st</sup> and 15<sup>th</sup> of each month, beginning November 1, 2023.

**What you'll do:**

- Serve as counsel to the Executive Director and management.
- Participate in the research of emerging legal issues and evaluate potential effects on the department.
- Perform legal review of, and provide assistance in preparing and interpreting, contracts, participation agreements, Memorandum of Understandings, contracts and interagency agreements.
- Provide legal advice on human resources/personnel matters.
- Provide oral and written legal opinions and advice to our 15-member Commission members.

**About CSAC**

As the principal state agency, the California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. By joining us, you become part of a passionate and driven organization dedicated to its mission where all areas across the organization are aligned with the common goal of developing technical and analytical skills and leadership abilities, through promoting teamwork and cross-functional teams.

**About the Legal Division**

The Legal Division is responsible for providing legal services and support to the Commission and its programs and information security. This responsibility includes legal guidance and representation on all legal matters relating to the Commission and its programs.

**Diversity, Equity, and Inclusion at CSAC**

Diversity Statement: Here at the CSAC, we want all of our employees to feel respected, valued, appreciated, and equipped to thrive. CSAC encourages employees to work together to fuel the creativity and innovation process necessary to serve our customers well. This commitment fosters an inclusive work environment where all backgrounds, cultures, and

personal experiences are honored as we join in common cause to make college affordable for all California students.

The State of California is an Equal Employment Employer to all, regardless of age, ancestry, color, disability (mental and physical, exercising the right to Family Care and Medical Leave), Gender, Gender Identity or Expression, Genetic Information, Marital Status, Medical Condition, Military or Veteran Status National Origin, Political Affiliation, Race, Religious Creed, Sex (includes Pregnancy, Childbirth, Breastfeeding, and related medical conditions), and Sexual Orientation of any person.