

**Legal Counsel**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

This position will play an important role in the operation of the legal office with a focus on day-to-day legal matters. The legal counsel is expected to support the legal head in providing legal services to the university on regular basis.

**Reports to:**

Senior Director of Legal and External Compliance Affairs

**Essential Duties:**

- Regular contract review.
- Respond to daily legal inquiries and conduct related legal research.
- Review policies and procedures requiring legal input.
- Liaison with external counsels.
- Monitor development of law and practice of higher education and joint universities.
- Handle administrative matters of the legal office, e.g., filing legal office documentation.
- Other duties as specified by the supervisor.

**Required Qualifications:**

- PRC qualified with about 2-3 years PQE in law firm and/or in-house legal department.
- Capable of making sound legal judgment by applying laws to actual situations.
- Experienced in general corporate and dispute resolution matters.
- “Service” and “ownership” mindset.
- Responsible and diligent in work.
- Team-player and good inter-personal skill.
- Proficient in English, both written and oral.
- Skillful in using office software such as word, excel and PPT.