

Assistant General Counsel – Office of General Counsel

Link to posting - <https://externaltalent-mskcc.icims.com/jobs/79364/assistant-general-counsel-%e2%80%93-office-of-general-counsel/job?mode=view>

An enticing opportunity awaits you at MSK. Are you an experienced attorney passionate about being part of a team dedicated to supporting the mission of Memorial Sloan Kettering (MSK)? If so, the **Office of General Counsel** (OGC) has an exciting opportunity for you!

We seek an **Assistant General Counsel** who has a broad litigation background (including experience handling professional liability, intellectual property, and/or employment-related disputes) to join the OGC's **Litigation** team.

Role Overview:

- **Professional Liability, General Liability and Miscellaneous Litigation:** Manage a litigation caseload involving potential/actual healthcare professional liability, general liability, and automobile claims and various complex commercial/corporate disputes. Have direct involvement with clinicians and outside counsel in the development of case strategy. Represent and/or assist in the representation of physicians and other MSK staff in legal and licensure actions. Oversee subpoena responses with relevant hospital departments/services. Conduct legal and medical research, in-house investigations on occurrences and claims, and collaborate across legal practice groups.
- **Legal Consultation:** Respond to, evaluate, and offer opinions concerning legal issues raised by clinical, administrative, and business staff.
- **Legal Research/Responses:** Research and respond to complaints, issues raised by patients, families, physicians, external legal counsel, and MSK staff/departments.
- **Insurance and Claims Administration:** Manage the provision of information regarding individual practitioners' insurance coverage and claims history. Ensure adherence to appropriate and timely insurance carrier notification.
- **Intellectual Property Litigation:** Support team with intellectual property litigation matters, including administrative proceedings; assist with discovery, outside counsel management, and legal expenses management.
- **Human Resources Legal & Regulatory:** Support team with employment law matters, including litigation, administrative proceedings, and internal investigations.
- **Practice Development:** Maintain and enhance professional growth and development through professional associations to stay abreast of changes and trends in field of expertise and to assist with quality improvement.

Key Qualifications:

- A Juris Doctorate, member of the New York bar, and a minimum of 5 years of litigation experience in state and federal courts, preferably at a law firm and/or in an in-house role.
- Healthcare, science, or non-legal clinical experience is a plus.

Core Skills:

- Excellent writing and drafting skills with a sharp attention to detail.
- The ability to develop, facilitate, and orchestrate effective communication with all members of MSK (both legal and non-legal).
- The ability to manage multiple high priority projects simultaneously.
- Strong computer and software proficiency.

Additional Information:

- Location: **Hybrid**, with at least 3-4 days on site at 633 Third Avenue, New York, NY 10017
- Schedule: Monday – Friday, 9am–5pm
- Reporting to the VP, Associate General Counsel & Chief Litigation Counsel

Pay Range: \$131,800.00-\$267,200.00/annually

Helpful Links:

- [MSK Compensation Philosophy](#)
- [Review Our Greats Benefits Offerings](#)