



# PEPPERDINE

UNIVERSITY

General Counsel





## About Pepperdine University

Pepperdine University is a Christian university committed to the highest standards of academic excellence and Christian values, where students are strengthened for lives of purpose, service, and leadership. Ranked as a top national university, Pepperdine enrolls approximately 10,000 full-time and part-time students in its five colleges and schools with roughly 380 full-time faculty and over 1,110 full-time staff.

Located in the coastal community of Malibu, California, Pepperdine University's 830-acre campus has been ranked in the Top 20 "Most Beautiful Campuses" in the nation for 2022 by The Princeton Review. Pepperdine has five graduate campuses across Southern California, a campus in Washington, D.C., five international campuses, and additional study and internship programs on six continents.

Pepperdine University has top-ranked programs for graduate and undergraduate studies, with 82 degree programs and a 13:1 student teacher ratio across five schools. Pepperdine's NCAA athletic program comprises eight men's and nine women's Division I teams which have collectively won 26 team and individual national championships. Its graduates include 48 Olympians and 8 gold medalists.

Pepperdine University is accredited by the Western Association of Schools and Colleges and is classified as a Doctoral/Research University under the Carnegie classification system.



## History

With an initial investment of five dollars, George Pepperdine founded Western Auto Supply Company - a specialty retail chain of stores that supplied automobile parts and accessories. A self-made man with a successful business, Mr. Pepperdine decided to invest his fortune in a distinctive kind of higher education that is equally committed to developing character and advancing intellect. In 1937, he realized his dream by establishing a private college governed by the highest standards of academic excellence and Christian faith. As a result of his foresight and generosity, George Pepperdine College opened its doors at 79<sup>th</sup> and Vermont Avenue in Los Angeles.

Through the years, the college grew in size and stature, and in 1971, George Pepperdine College gained university status after adding graduate and professional schools to its offerings. In 1972, Pepperdine University completed its historic move to Malibu and welcomed its largest undergraduate freshman class to date. Building a vibrant campus community and providing an educational experience that promotes intellectual, social, personal, and spiritual growth, Pepperdine reaffirmed its commitment to strengthening lives for purpose, service, and leadership.

Now, more than eight decades later, Pepperdine has become a major university with five colleges and schools – Seaver College, the Caruso School of Law, the Graziadio Business School, the Graduate School of Education and Psychology, and the School of Public Policy. Today, with approximately 120,000+ alumni in all 50 states across the nation and more than 120 countries around the world, Pepperdine continues to expand its reach and the strength of its global impact.

## Mission and Vision

### Mission:

“Pepperdine is a Christian university committed to the highest standards of academic excellence and Christian values, where students are strengthened for lives of purpose, service, and leadership.”

Pepperdine University is religiously affiliated with the Churches of Christ, of which the University’s founder, George Pepperdine, was a life-long member. Among the most preeminent Christian universities in the United States, Pepperdine has a unique role in higher education. The University is deeply committed to both scholarship and spiritual development in the lives of every student and values leadership formed by its faith heritage. Faculty, administrators, and members of the Board of Regents represent many religious backgrounds, and students of all races and faiths are welcomed. It is the purpose of Pepperdine University to pursue the very highest standards within a context that celebrates and extends the spiritual and ethical ideals of the Christian faith.

### Vision:

“Pepperdine University will be a preeminent, global, Christian university, known for the integration of faith and learning, whose graduates lead purposeful lives as servant-minded leaders throughout the world.”

George Pepperdine envisioned an institution that would transform students’ lives so that they would, in turn, impact culture. He imagined a vast body of alumni - men and women conscious of their good fortune, recipients of the generous gift of a Christian education - who would feel the moral imperative to serve others sacrificially. Hence, the school’s motto: “Freely ye received, freely give” (Matthew 10:8).

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**13:1**

**Student:Teacher Ratio**  
University Wide

**120,000+**  
**ALUMNI**  
**STRONG** 

**TOP 20** Most Beautiful Campus  
*The Princeton Review, 2022*

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# **Affirmation Statement**

As a Christian University Pepperdine affirms:

**That God is**

**That God is revealed uniquely in Christ**

**That the educational process may not, with impunity, be divorced from the divine process**

**That the student, as a person of infinite dignity, is the heart of the educational enterprise**

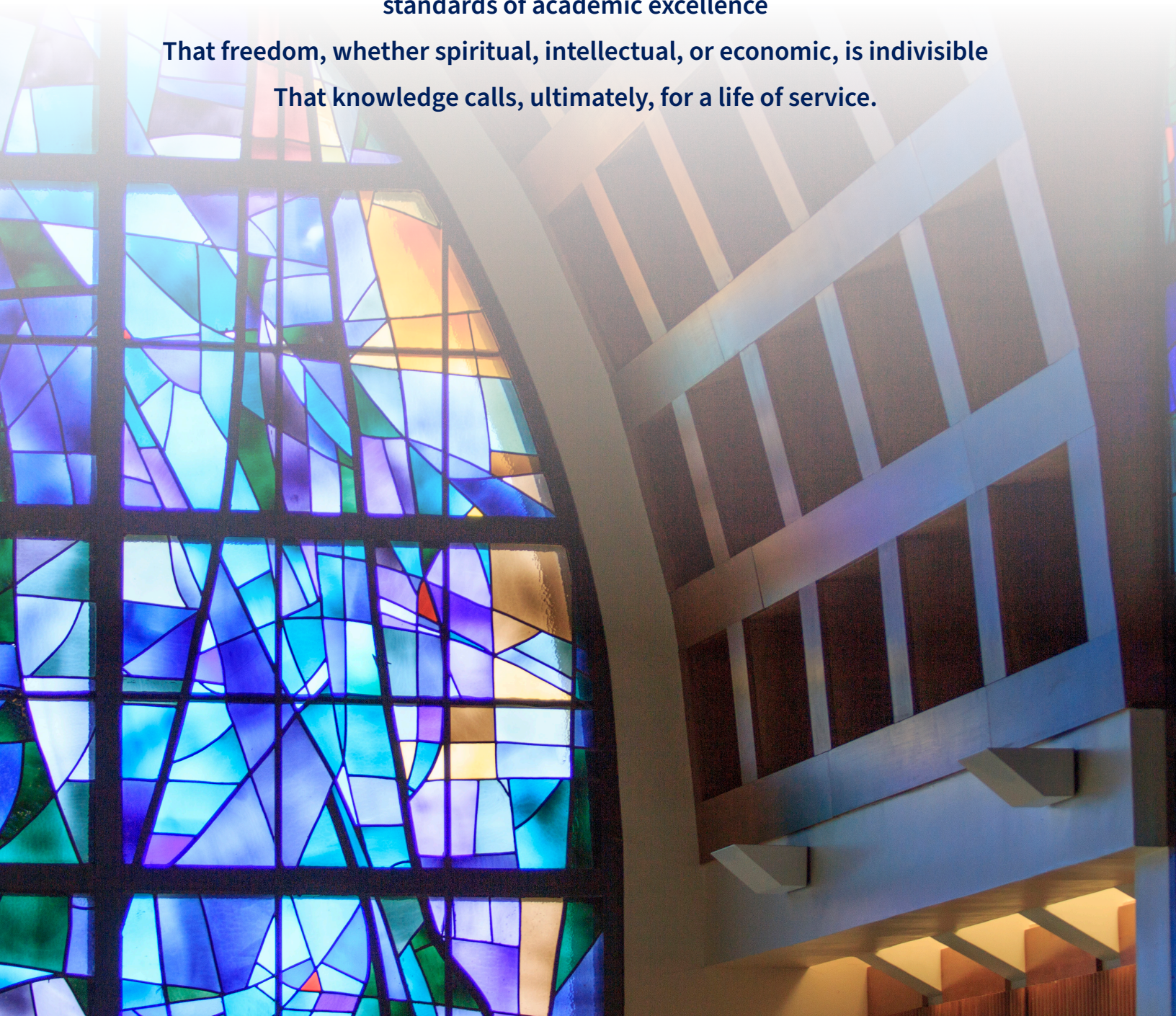
**That the quality of student life is a valid concern of the University**

**That truth, having nothing to fear from investigation, should be pursued relentlessly in every discipline**

**That spiritual commitment, tolerating no excuse for mediocrity, demands the highest standards of academic excellence**

**That freedom, whether spiritual, intellectual, or economic, is indivisible**

**That knowledge calls, ultimately, for a life of service.**





## **Schools and Alumni**

Seaver College is the University's undergraduate college of letters, arts, and sciences. It is highly selective, enrolling 3,500 students who have outstanding academic records and demonstrate strong moral character. Seaver College offers bachelor's degrees in forty-five fields of study, and master's degrees in seven. Seaver College has approximately 42,000 alumni.

The Caruso School of Law provides a superior legal education with an emphasis on societal responsibility. The law school has built a reputation for rigorous academics, personal attention, and strong experiential and values-centered learning. ABA-accredited and a member of the Association of American Law Schools and Order of the Coif, the School of Law currently enrolls 500 J.D. students with 40 full-time faculty, 65 staff, and over 10,300 alumni. The Caruso School of Law offers three JD options, two master's degrees, five LLM degree options, six joint degree programs, and five certificate programs.

The Pepperdine Graziadio Business School, with approximately 1,800 full and part-time students enrolled each trimester, focuses on the needs of mid-career professionals. Its administrative offices are located at Pepperdine's West Los Angeles Graduate Campus. It offers courses at the West LA Graduate Campus, the Malibu campus, at five other Graduate Campuses located in California, and online. The Graziadio School's Malibu program is a traditional, full-time residential MBA. The Graziadio School is accredited by AACSB International (The Association to Advance Collegiate Schools of Business). The school enjoys roughly 43,000 alumni.

The graduate School of Education and Psychology (GSEP) enrolls 3,100 students with 24,000 alumni and offers master's and doctoral degrees designed to prepare professionals for service and leadership roles in education, psychology, and related areas. GSEP offers programs to prepare students for teaching and administrative credentials, as well as the marriage and family therapist license and psychology license. Although its administrative offices are on the West Los Angeles Graduate Campus, GSEP offers courses at the Malibu campus, three other satellite campuses, and online.

The newest addition to Pepperdine University is the School of Public Policy. The Master of Public Policy degree combines emphasis on the ethical, moral, and historical roots of free institutions with analytical and leadership skills to influence questions of public policy. The School of Public Policy, with a current enrollment of 70 students (with roughly 700 alumni), is located at Pepperdine's Drescher Graduate Campus in Malibu.







## The Opportunity

Pepperdine is a premier, global, Christian university whose mission is to strengthen students for lives of purpose, service, and leadership. Pepperdine is uniquely positioned to deliver on the promise of building and sending courageous leaders of faith and character into the world. On August 1, 2019, Jim Gash (JD '93), formerly the Associate Dean for Strategic Planning and External Relations at the School of Law, took on the role of Pepperdine's eighth president and chief executive officer. The University's financial position was robust, with assets nearing \$2 billion and an endowment of more than \$900 million. In the first 100 days of his tenure, Gash and the advancement team raised more than \$60 million in new gifts and pledges. At his inauguration, Gash committed himself to lead the University ever higher, saying "that upward climb—our charge to train brilliant leaders of courage, character, creativity, and uncompromising faith—remains the driver for our vision today."

Over the course of history in higher education, nearly every college or university that began as a faith-based institution felt it had to choose between excellence in academics and excellence in faith. Pepperdine believes both are intertwined and that they can—and they must—ascend together.

Many changes in school location, personnel, policy, and curriculum have come and gone over its eight decades, but today Pepperdine remains distinct and committed to its founder's belief in the value of an alternative in American higher education that improves the intellect and brings the heart of the student under the influence of Christ. Each September on Founder's Day, the entire University community gathers to recall and renew the dedicatory address of George Pepperdine, in which he states the school's *raison d'être*:

*"I am endowing this institution to help young men and women to prepare for a life of usefulness in this competitive world and help them build a foundation of Christian character and faith which will survive the storms of life."*

The General Counsel will be called upon to further strengthen the University's position as a preeminent, global Christian University, upholding the compelling Pepperdine mission with clarity and conviction. The successful candidate will embrace, preserve, and build upon Pepperdine's distinctiveness, including its pursuit of the highest standards of academic excellence, good citizenship, robust legal expertise and its commitment to Christian faith and values. This selected candidate will work amongst diverse University constituencies, helping to preserve and advance the University's mission and its institutional ability to translate that mission into what George Pepperdine termed "a life of usefulness."



# The Position

The General Counsel (“GC”) of Pepperdine University serves as chief legal counsel for the University, and as principal legal advisor to the Board of Regents and the executive officers of the University.

The GC provides legal guidance, leadership, and proactive legal counsel for all aspects of University operations, which includes a broad spectrum of matters, including some challenging, complex, and cutting-edge legal issues, while always keeping the University’s mission and goals at the forefront. Many topics, such as student rights, free exercise of religion, and tenure are unique to an academic environment, particularly one with a Christian mission based on its strong affiliation with the Churches of Christ.

Reporting directly to Phil Phillips (‘88, JD ‘92), the University’s Senior Vice President for Administration and Chief Operating Officer, the GC will lead an office that includes the University legal team as well as Assurance & Advisory Services, which serves as the University’s internal audit function. The GC will also hold a dotted line reporting relationship to the board.

In addition to its oversight of legal issues and compliance, the GC’s office focuses nearly equally on projects related to University business affairs, including programs and real estate in California, Washington, DC and five international locations. The GC will join a University leadership team that prides itself on its culture of collaboration and its cross-functional engagement to envision the future of Pepperdine while cooperatively resolving issues and solving problems.







## **Responsibilities**

As a member of the senior leadership team and in collaboration with other senior team members, the GC will:

- Further the University's Christian mission by living the precepts of the Christian faith in a sincere and genuine manner, exemplifying Christian leadership.
- Set the direction and priorities for the University's legal strategy, including leading the development of policy and best practices for University governance and legal positioning.
- Oversee the operational budget for legal and internal audit services.
- Serve on the University Steering Team, the University Management Committee, and other university committees as appropriate.
- Build collaborative relationships across the institution and with outside partners.
- Advise the President, Board of Regents, Vice Presidents, and other administrators on all matters pertaining to applicable litigation, laws, regulations, and other duties under the law.
- Serve as a trusted advisor and confidante to the Chief Operating Officer, Executive Vice President, Provost, and President.
- Represent the University in litigation and all legally related matters. Manage University responses to litigation, legal investigations, and other legal proceedings,
- Maintain expertise and provide legal guidance, updates, reviews, and recommendations on existing and evolving laws (including statutes and regulations) and legal trends involving all aspects of University academic and non-academic operations. Such areas include but are not limited to labor and employment law; administrative and constitutional law; contracts; privacy; academic and research regulations; construction and real property regulations; intellectual property; NCAA compliance; Title IX compliance; and applicability of California, other state, federal, and international laws.
- Communicate and confer with external entities, such as legal venues, agencies, university organizations, and other legal consortia that represent the interests of universities on national legal trends for colleges and universities and the development of specific University legal matters.
- Supervise the Office of the General Counsel, including assigned staff and attorneys.
- Conduct legal research and prepare documents including opinions, memoranda, briefs, reports, and correspondences.



- Supervise and coordinate the engagement and work product of outside counsel.
- Provide interpretations of existing and emerging laws and regulations for liability mitigation and other purposes.
- Assist with risk assessments and other aspects of University compliance.
- Represent the University in hearings, court proceedings, other legal proceedings, and meetings.
- Prepare presentations, as needed, for the administration, President, meetings of the Board of Regents, and other settings.
- Track public policy issues involving new and evolving laws, including statutes and regulations.
- Manage and coordinate special projects that are of strategic concern and/or legal importance to the University.
- Supervise and manage both the office support budget and the budget for the engagement of legal services for the entire organization.
- Manage the Assurance & Advisory Services (Internal Audit) Department.
- Perform other duties as assigned by the Executive Vice President, Chief Operating Officer, President, and Board of Regents.



## **Qualities for Success in Role**

- Integrates faith with professional work, drawing upon a mature faith and deeply rooted theological commitments.
- Values diversity and belonging in the workplace.
- Values innovation, embraces emerging technologies or techniques.
- Represents the highest ideals of professionalism, integrity, competence, diplomacy, judgment, tact, commitment, and discretion.
- Demonstrates a history of building relationships through fostering enthusiasm and mutual trust, candor and respect, and strong partnerships with others to achieve goals.
- Demonstrates intellectual and conceptual flexibility, with the ability to analyze, interpret, and present complex ideas and concepts in a clear, concise fashion.



- Maintain confidentiality, as the GC has access to the most confidential information.
- Maintains a workstyle flexibility that recognizes required attention to urgent matters outside of traditional work hours.
- Demonstrates leadership and effectiveness in developing a long-term strategic vision and accomplishing organizational and performance goals.
- Possesses the ability to manage people, excelling in aligning, collaborating with, and motivating a diverse and talented group.
- Thinks strategically and makes decisions based on data.
- Is results-oriented, able to see concepts and ideas through to implementation with the assistance of key constituencies.
- Demonstrates a strong ability to set and meet deadlines.
- Advocates effectively and diplomatically using both data and persuasion.
- Demonstrates a commitment to fairness and transparency in communication.
- Listens carefully to a wide range of perspectives within the community and values colleagues who hold different views.
- Proven ability to effectively manage conflict, operating in a manner that is “nice but not weak.”
- Active membership in a local church is preferred.

## **Preferred Education and Experience**

- A thorough understanding of and commitment to the mission and vision of the University.
- A Juris Doctorate (J.D.) degree from an accredited law school.
- Active membership in the California bar or the ability to obtain bar membership as soon as possible.
- Exceptional written and verbal communication skills essential to communicate with and effectively represent the University senior leadership, President, and Board of Regents in all legal matters.
- Leadership qualities and expertise necessary to manage the full range of legal functions and the associated legal and administrative staff.
- Superior management and negotiation skills that demonstrate assurance, creativity, and the ability to adapt and continuously improve the effectiveness of University legal services.
- Experience with direct litigation is valued, but not required.
- Familiarity with the broad spectrum of statutes, regulations, and legal procedures relevant to University operations.
- An understanding of the complex legal issues related to governing and leading a faith-based institution in alignment with its missional convictions is helpful as is familiarity with the doctrine and culture of The Churches of Christ.
- Prior experience in higher education is preferred, but not required.







## Contact Information

Interested applicants should submit a resume/CV and letter of interest addressed to the Pepperdine University Search Committee at [PepperdineGC@carterbaldwin.com](mailto:PepperdineGC@carterbaldwin.com).



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