

# Jason A. Sweet

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Experienced higher-education corporate counsel with over eight years of legal experience, including two in private practice and the last six at a major public university. Exceptional problem-solving and analytical skills, strong communication skills, and significant experience advising higher-ed administrators. Skills include:

- Contract Negotiation & Drafting
  - Real Estate Transactions
  - Construction (contracts, litigation, etc.)
  - Litigation Management
  - Athletics (coaches' contracts, litigation, investigations, Title IX, etc.)
  - Labor & Employment (collective bargaining, grievances, arbitration, state/federal regs.)
  - Capital Financing (bond transactions, etc.)
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## EXPERIENCE

### **University of Illinois at Urbana-Champaign**

2010-Present

*Chartered in 1868 as one of the original 37 public land-grant institutions, the University of Illinois at Urbana-Champaign is home to over 41,000 students. Illinois has 21 teams competing at the NCAA Division I level and is a founding member of the Big Ten Conference.*

**Associate University Counsel** (Sep. '17 – Present) – Promoted to Associate University Counsel in September 2017. I had been performing many of the duties of an Associate for the previous two years, including providing advice and counsel to high-level university administrators including trustees, vice presidents, vice and associate chancellors, athletic director, provost, deans, and others. I continue to perform all of the duties of an Assistant University Counsel, and I am also responsible for advising junior attorneys and law clerks, representing the office in high-level meetings, and working closely with the Campus Counsel to provide research, advice, and counsel on complex matters.

**Assistant University Counsel** (Jan. '12 – Sep. '17) – Provided advice and counsel to administrators, faculty, and staff on interpretations of and compliance with federal, state, and local laws/rules and university policies. Worked extensively with outside counsel on litigation matters and investigations. Conducted legal research and provided sound legal analysis on policy, compliance, and legal issues. Specific areas of practice included capital and construction contracts (drafting, review, negotiation), capital financing, real estate matters (lease drafting/review, dispute resolution), utilities issues (power purchase agreements, contracts, negotiations), labor & employment (collective bargaining, grievances, arbitrations), and athletics (coaches' contracts, investigations, litigation, etc.).

**Assistant to the Head Coach/Video Coordinator** (Sep. '10 – Nov. '11) – Served as an Assistant to the Head Coach and the Video Coordinator for Women's Basketball. Responsibilities included digital video editing, film exchange, scouting service coordination, supervision of the team managers, scout tape preparation & presentation, community service projects, and various tasks as assigned by the head coach.

**Athletic Development Intern** (Jun. '10 – Sep. '10) – Interned in the Department of Intercollegiate Athletics, reporting to the Director of the Varsity I Association. Responsibilities included scheduling, coordinating, and publicizing 2010-2011 reunion weekends, updating and

restarting the Varsity I newsletter, coordinating a survey to more effectively communicate with Varsity I members, and preliminary work on a Varsity I website.

**Bucknell University** (Lewisburg, PA)

2009-2010

*Founded in 1846, Bucknell University is a renowned liberal arts institution located in central Pennsylvania. Bucknell is often compared to Ivy League and similar highly touted educational institutions. A close-knit private school, Bucknell is home to 3,600 students and its athletic teams compete in the Patriot League at the NCAA Division I level.*

**Administrative Coordinator** (Jul. '09 – May '10) – Served as the Administrative Coordinator for the Athletic Department acting as the Director of Football Operations. Responsibilities included assisting the head football coach in the organization and administration of the football program, acting as the liaison between the football program and the Offices of Admissions and Financial Aid, team travel coordination, digital video editing and support for all practices and games, in-office coaching staff support, facility scheduling for home and away events, coordination of video exchange with other teams, and monitoring the overall budget and financial well-being of the football program. Various other duties, outside of football, as assigned by Assistant and Associate Athletic Directors.

**Athletic Department Intern** (May '09 – Jul. '09) – Interned in the Athletic Department reporting to the Senior Associate Athletic Director. Projects included working with several of the Assistant and Associate Athletic Directors to experience the overall operation of the department. Reviewed the football travel budget to trim expenses and secure contractual commitments from hotel and food providers; coordinated, inventoried, and delivered all student-athlete apparel; revamped and sent Junior Bison Club membership mailings; and created slides for presentation to Board of Trustees.

**Athletics Assistant** (Feb. '09 – Apr. '09) – Assisted the Associate Athletic Director with multiple tasks to insure efficient and effective game operations for intercollegiate athletics. Served as a public address announcer for women's basketball, camera operator for men's and women's basketball, penalty timekeeper for men's lacrosse, and assistant to the Associate Athletic Director in charge of the 2009 Patriot League Men's Lacrosse Championships.

**Grand Ledge Public Schools** (Grand Ledge, MI)

1999-2002, 2007-2008

*The Grand Ledge Public School district comprises an area of 125 square miles centered 10 miles west of Lansing, Michigan. The district of nearly 5,500 students supports a high school of over 1,700, as well as two middle schools and six elementary schools. Grand Ledge athletes compete at the Class A level (the largest schools in the State) in the Capital Area Activities Conference, a premiere Michigan High School Athletic Association league.*

**Athletics Assistant** (Aug. '08 – Oct. '08) – Assisted with game operations for high school athletics. Served as a public address announcer for freshman football and a scoreboard operator for women's volleyball.

**Assistant Boys' Varsity Basketball Coach** (Jun. '99 – Mar. '02; Jun. '07 – Mar. '08) – Assisted the head coach with all aspects of leading a state-recognized program. During my tenure, the head coach became the winningest coach in program history after just 5 years. Led the team to the program's first ever regional appearance, and saw the program's first top ten associated press state ranking. Coached two-time national champion and current Boston Celtic, Al Horford.

**Haywood Harrison, PC** (Lansing, MI)

2006-2008

*Haywood Harrison (now D. Haywood & Associates, PC) is a general practice law firm with a specialization in environmental law. The firm is headed by firm principal, David Haywood. Prior to opening the firm, Mr. Haywood helped draft much of the current Michigan environmental regulations while employed for the State. At the time of my employment, the firm had two partners, three associate attorneys, and a paralegal. Though a significant share of the firm's business involved environmental issues, the firm assisted clients in civil matters of all types and some misdemeanor criminal matters.*

**Associate Attorney** (Aug. '06 – Jun. '08) – Represented clients in the areas of estate administration, environmental law, contract drafting and disputes, property matters, and formation of business entities. Drafted estate plans, business formation documents, and various civil litigation documents (complaints, motions, etc.). Developed and administered a new, very low cost marketing campaign which garnered 15 new clients in less than a year. Re-negotiated the firm's telecom (phone and internet) contract resulting in significant savings.

**Electronic Data Systems** (Lansing, MI)

1995-2006

*EDS (now part of Hewlett Packard) is a leading global technology services provider. Founded in 1962, EDS pioneered the information technology outsourcing industry. EDS delivers one of the industry's broadest portfolios of information technology, applications and business process outsourcing services to clients around the world.*

**Statistical Analysis/Data Reporting** (Jul. '99 – May '06) – A founding member of the Metrics and Reporting team which grew from four employees to more than 50 in several states and multiple countries. Developed the systems to implement the metrics gathering and reporting for information technology helpdesks globally. Cross-trained employees around the globe on effective techniques for data gathering and reporting.

**Supervisor** (Sept. '96 – Jul. '99) – Led a team of 15 employees on an information technology helpdesk. The team was consistently recognized as a top performer. Recognized for my abilities in drafting and presenting employee performance reviews, and trained other leaders from across the corporation on effective drafting and delivery of performance reviews. Recognized as an outstanding supervisor by my manager and asked to share my leadership techniques with my peers.

**Helpdesk Agent** (Jun. '95 – Sept. '96) – Information technology helpdesk support for customers over the telephone. Supported issues involving hardware, software, password, and mainframe. Rapidly advanced from an agent to a senior agent and an assistant team leader in less than one year.

**EDUCATION****Michigan State University College of Law** (East Lansing, MI)

2002-2006

Juris Doctor, Cum Laude, May 2006

GPA: 3.46/4.00 Rank: Top 25%

Honors: King and Merit scholarships in recognition of high academic achievement.

Certifications/Activities: Westlaw certified (cases &amp; statutes). Law orientation panelist.

**Michigan State University** (East Lansing, MI)

1996-2001

Bachelor of Arts in Business Administration – Pre-Law, with honors, December 2001

GPA: 3.63/4.00 Rank: Top 20%

## **ASSOCIATIONS & MEMBERSHIPS**

- Member – State Bar of Illinois (admitted May ‘12)
- Member – Bar of the Commonwealth of Pennsylvania (admitted Oct. ‘08)
- Member – State Bar of Michigan (admitted Oct. ‘06)
- Member – Sports Lawyers Association
- Member – National Association of College and University Attorneys