Guilherme M. Costa

[redacted] [redacted]

[redacted] [redacted]

PROFESSIONAL EXPERIENCE

University of Idaho Office of General Counsel, Moscow, Idaho **2010 – Present**

Associate General Counsel

Generalist practice advising university administrators on all areas of the law, with particular emphasis on:

Student Affairs

- Primary attorney for offices providing student-related services, including Dean of Students, Greek Life, Housing, Registrar, Student Accounts, Financial Aid, Admissions, Disability Services, International Programs, Student Organizations, Counseling & Testing Center, Children's Center, and Student Health Insurance Program
    - Advise on FERPA, Clery Act, Student Code of Conduct, threat assessments, Title IX, federal financial aid, HEOA, bankruptcy, collections, ADA, Section 504, state and federal constitutional law, and other student-related services issues
    - Provide training to hearing boards that hear grievances regarding student discipline, grades, dismissals from academic programs, refunds, and other administrative and academic decisions
    - Advise on investigations and proceedings of state and federal agencies, including the U.S. Department of Education's Office for Civil Rights and the Idaho Human Rights Commission

Transactional

- Primary attorney for Purchasing and Contract Services
    - Draft, negotiate, and review contracts for goods and services, RFPs, affiliation and articulation agreements, leases, MOUs, and other transactions

Litigation

- Work with State of Idaho Risk Management on claims filed under the Idaho Tort Claims Act
- Primary researcher for, and drafter of, all court filings and discovery for litigation handled in-house, including:
    - Second Amendment lawsuit: *Tribble v. Regents of the University of Idaho*
    - Idaho Public Records Law declaratory action: *Regents of the University of Idaho v. TPC Holdings*

Other Regulatory/Compliance

- Primary attorney for responding to Idaho Public Records Law requests
- Draft, review, and revise university policies in primary areas of responsibility
- Monitor state and federal legislative and regulatory developments in primary areas of responsibility
- Provide training on topics within primary areas of responsibility
- Serve on university committees
- Provided employment law guidance and representation during 6-month period while that position was vacant
    - Represented the university in both dismissal hearings and faculty appeals of denial of promotion and tenure
    - Advised Provost and College Deans on faculty employment law matters

Drinker Biddle & Reath LLP, Washington, District of Columbia **2008 – 2010**

Associate

Transactional

- Drafted deal documents such as asset purchase agreements, exhibits, and schedules
- Drafted articles of formation, bylaws, and other documents for various types of entities

Regulatory/Compliance

- Advised clients on compliance with state and federal corporate and health laws
- Researched and analyzed issues under Medicare, Stark, Anti-Kickback, and HIPAA

Litigation

- Second-chaired contract dispute, from discovery to settlement, including depositions

Pro Bono

- Advised and drafted bylaws, various policies, and other corporate documents for nonprofit organizations
- Assisted voters with election law during the 2008 presidential election through Election Protection

University of Notre Dame Office of General Counsel, Notre Dame, Indiana **2006 – 2008**
Law Clerk

- Researched and analyzed issues that arose daily as a result of university operations, with particular emphasis on transactions, litigation, and employment issues

EDUCATION

University of Notre Dame Law School, Notre Dame, Indiana [redacted]
Juris Doctor
GPA: 3.345 / 4.0
Notre Dame Law School does not rank students
Honors: Wurzer Law Fellowship – 3-year half tuition academic scholarship
Activities: GALILEE Public Interest Law Urban Immersion Program – Student Leader
Hispanic Law Students Association – Treasurer
International Law Society – Secretary
Student Bar Association – American Bar Association Representative

University of Florida, Gainesville, Florida [redacted]
Bachelor of Arts in Business Administration, *cum laude*
Bachelor of Arts in Political Science, *cum laude*
Minor in Latin American Studies
GPA: 3.80 / 4.0
Honors: Florida Bright Futures Scholar – 4-year full tuition academic scholarship
Coca Cola Scholar, 2001
Activities: Personal Host to University President, Campus Tour Guide, and Resident Assistant

MEMBERSHIPS

- National Association of College and University Attorneys (NACUA), 2010-present
  - Journal of College and University Law Editorial Board, 2010-present
- Ray McNichols Inn of Court, 2010-2013

BAR AND COURT ADMISSIONS

- Idaho, 2010
- District of Columbia, 2009 (Resigned)
- Maryland, 2008 (Inactive)
- U.S. District Court for District of Idaho, 2013
- U.S. District Court for District of Maryland, 2009

LANGUAGE SKILLS

Portuguese – Fluent speaking, reading, and writing
Spanish – Proficient speaking, reading, and writing

INTERESTS

College Football, Soccer World Cup, Traveling, History, Politics, Organizational Leadership and Management