**CALL FOR BUSINESS ASSOCIATES (NON-CREDIT POSITION)**

The Windsor Review of Legal and Social Issues (“the Review”) is now accepting applications for **Business Associates** for the 2019–20 academic year.

The **Business Associate** role is a **non-credit** position. **Business Associates** are primarily responsible for helping with the organization of the 13th Annual Conference and, as such, must be available to attend the conference. The role includes the following responsibilities:

**Event promotion and marketing**

* Print and hang posters throughout the law building
* Promote the event to peers and make announcements in class

**Event logistics**

* Assist with set up and take down of the conference held in the winter semester
* Staff the Annual Conference and manage registration of participants
* Assist guests and speakers with navigating the conference

**An ideal candidate will demonstrate:**

* Commitment to the founding principles of the Review and passion for legal scholarship
* Excellent attention to detail
* Strong problem-solving abilities
* Proactive approach to workload
* Strong organizational skills
* Preferred but not mandatory: Experience with designing posters, schedules, and other materials

**Submission Process:** To apply, please submit a cover letter explaining your qualifications and interest in this role, a CV, and your tentative Winter 2020 schedule. Combine your application into a single PDF and submit to **Adrin Shojaie (Business Manager)** at: [wrlsibusiness@uwindsor.ca](mailto:wrlsibusiness@uwindsor.ca). Please also direct any inquiries about the role or application process to this email.

The application deadlineis **Friday October 4th, 2019 by 5 p.m.**