**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 2020–21 academic year.

The **Business Associate** role is a **non-credit** position. **Business Associates** are primarily responsible for helping with the organization of the 14th Annual Conference and as such applicants must be available to attend the conference. This year’s Annual Conference will be hosted online. The role includes the following responsibilities:

**Event promotion and marketing**

* Promote the event and the Review generally through various social media platforms
* Promote the event to peers and make announcements in class
* Work with the Business Manager to develop a social media calendar to expand the reach of the Review

**Event logistics**

* Assist with organizing the conference held in the Winter semester
* Staff the Annual Conference and manage registration of participants
* Assist guests and speakers with navigating the conference

**Business Development**

* Work with the Business Manager to seek new revenue streams for the Review
* Develop relationships with potential sponsors for cash or in-kind support of the Review’s work.

**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
* Strong marketing skills
* Ability to think creatively
* Preferred but not mandatory: Experience with graphic design and social media campaigns

**Submission Process:** To apply, please submit a cover letter explaining your qualifications and interest in this role, a CV, and your tentative Winter 2021 schedule. Combine your application into a single PDF and submit it to Annie Xie, Business Manager, at wrlsibusiness@uwindsor.ca. Please also direct any inquiries about the role or application process to this email.

The application deadlineis **Friday, October 2nd, 2020 by 5 p.m.**