

Employment Opportunity at *The Federal Law Review*

Business Manager

The *Federal Law Review* is looking to employ an enthusiastic law student as Co-Business Manager. The position is on a part-time, casual basis between **2-10 hours per week** (although the days/times worked are flexible) at approximately **\$30/hour from January 2010**.

The Business Managers are responsible for all non-editorial activities concerned with the *Review*. This includes budget preparation and management, marketing, liaising with printers, liaising with sponsors and potential sponsors, website management, subscription coordination and management, management of correspondence and other general administrative duties.

The Business Managers are supervised by the Editors James Stellios, Leighton McDonald, Matthew Rimmer and Dominique Dalla-Pozza.

People with the following skills are required:

Essential

- Organisational skills
- Basic computer literacy
- Ability to work independently and unsupervised

Preferable

- Previous experience in office administration
- Previous experience in a business environment

How to Apply

Candidates must provide 2 copies of a letter of application addressing the selection criteria and a CV (including academic transcript) to James Stellios (c/- the Faculty Services Office).

Applications close on Monday 18th October.

If you have any questions please email: flr.law@anu.edu.au