



## **Janet Clarke Hall**

**The University of Melbourne**

*A leading academic college offering a supportive and intellectual experience for students.*

### **Business Manager - Part Time (0.7- 0.8 FTE negotiable)**

Janet Clarke Hall, a leading academic residential College of the University of Melbourne, seeks to appoint a Business Manager with responsibility for the financial wellbeing of the College and as Company Secretary to the College Council.

The successful candidate will have strong financial, administrative and leadership abilities suitable to their role as a member of the senior leadership team. They will demonstrate a strong commitment to the educational formation of women and men, and the ability to work as part of a small and dedicated team within a collegiate environment.

For further information please visit our website: [JCH Business Manager Application](#)

Applications close on **Friday 10 May 2019**.

**Janet Clarke Hall**  
**Royal Parade Parkville 3052**  
[www.jch.unimelb.edu.au](http://www.jch.unimelb.edu.au)