

College Relations Director

Position Summary:

The job of the College Relations Director is to promote the student chapters and manage the scholarship program, internship program, and college outreach efforts.

Responsible To:

Members of the chapter
Chapter President
State Council College Relations Director

Responsibilities:

- Leading college relations committee and communicating committee initiatives to the general membership.
- Supporting existing student chapters by advising how to align initiatives with SHRM and State Council College Relations Director priorities.
- Promoting the value of student chapters to other local colleges and universities, with the goal of establishing more student chapters throughout the area.
- Developing scholarship application evaluation criteria, designing the appropriate materials, and evaluating the scholarship program for continued positive impact.
- Chairing the scholarship evaluation committee to review applications and recommend recipients.
- Establishing programs that support HR college students in their education and transition into the HR profession, such as internship and mentoring matching programs, as well as speakers for classroom visits or student chapter meetings.
- Submitting articles for the chapter e-newsletter and website to spotlight student chapter members, and highlight student chapter and college relations committee's activities.
- Participating in the SHRM College Relations Core Leadership Area conference calls and webcasts.
- Participating in the development and implementation of short-term and long-term strategic planning for the chapter.
- Representing the chapter in the human resources community.
- Attending all general membership and board of directors meetings, and participating in chapter events.