

Chapter Leadership Position Description

College Relations Director

Position Summary:

Manage the scholarship program, internship program, and college outreach efforts.

Responsible To:

- The members of the chapter
- The chapter president
- State Council College Relations Director

Responsibilities:

1. Develop scholarship application evaluation criteria and design the appropriate materials.
2. Promote the scholarship program and internship program to local colleges and universities.
3. Evaluate applications and recommend recipients.
4. Make recommendations on changes to scholarship program (i.e., scholarship amount, number of recipients).
5. Oversee the internship program. Send out requests to local HR professionals/chapter members requesting internship postings. Forward openings to members of local student chapters or to faculty members.
6. Communicate with local faculty/colleges to provide classroom visits to discuss HR topics, the Chapter, internships/scholarships, SHRM membership, etc. Act as mentor to college students seeking a career in HR.
7. Recommend community service projects to be supported by the chapter.
8. Serve as liaison between members of the college relations committee.
9. Participate in the SHRM College Relations Core Leadership Area conference calls and webcasts.
10. Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
11. Represent the chapter in the human resources community.
12. Attend all monthly membership and board of directors' meetings.