



Job Description

COLLEGE RELATIONS CHAIR

SUMMARY:

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

RESPONSIBLE TO:

- A. The members of the chapter
- B. The Chapter President
- C. State Council College Relations Director

RESPONSIBILITIES:

- A. Develop scholarship application evaluation criteria and design the appropriate materials.
- B. Promote the scholarship program and internship program to local colleges and universities.
- C. Evaluate applications and recommend recipients.
- D. Make recommendations on changes to scholarship program (i.e., scholarship amount, number of recipients).
- E. Award 1 scholarship to student chapter president per year to attend the NHRMA Conference.
- F. Award 2 scholarships, one to student chapter president and another to other student chapter member for SWHRMA's Annual Legislative Conference.
- G. Award 2 scholarships to a student chapter member for HRCI exam.
- H. 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.
- I. Promote SHRM affiliated HR Games to student chapter members and support participating students in their efforts.
- J. 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.
- K. Recommend community service projects to be supported by the chapter.
- L. Serve as liaison between members of the College Relations Committee.
- M. Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- N. Represent the chapter in the Human Resources community.
- O. Attend all monthly membership and Board of Directors meetings.

RESOURCES AVAILABLE:

SHRM supplies the following resources for Chapter College Relations Chairs

- Chapter Best Practices
- Chapter Position Descriptions
- SHRM Leaders Guide
- And MUCH MORE...available online at
<http://www.shrm.org/chapters/resources/chaphelp.asp>

SHRM's Student Programs Website is available at <http://www.shrm.org/students/>

- Here, you will find a toolkit to help you start a student chapter, work with students, start a mentor or intern program, and more.
- There is also a College Relations Toolkit at
<http://www.shrm.org/students/StudentChapterToolkit.pdf>.