

COLLEGE RELATIONS DIRECTOR

Position Summary:

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

Responsible To:

The members of the Board of Directors and Chapter
The Chapter President
State Council College Relations Director

Responsibilities:

Act as a liaison between the professional Chapter and the University.

- Educate students about the advantages of belonging to SHRM.
- Maintain website for students working on Certificate in Management of Human Resources (CMHR) to keep them informed about job opportunities, internships, HR resources, student club meeting dates and times, and other related issues.
- Report to the RV SHRM board the status of the student club and HR educational programs.
- Recruit HR professionals for speaking engagements on campus.
- Post monthly online surveys for the RV SHRM Chapter.
- Offer free or reduced Chapter meeting fees to student members.
- Promote the scholarship program and internship program.
- Evaluate applications and recommend recipients.
- Make recommendations on changes to scholarship program (i.e., scholarship amount, number of recipients).

Advise the Student HR Club

- Email management students to explain benefits of becoming involved in the student HR club on campus.
- Recruit students to hold leadership positions in the students HR club.
- Educate students leaders on the position responsibilities.
- Guide students to take on projects related to community services and/or the HR profession
- Provide an award at the School of Business honor award ceremony in May to the student of the year for the Certificate in Management of Human Resources (CMHR) program.
- Coordinate and arrange internships for students to gain HR experience and knowledge.
- Promote the scholarship program.

Promote SHRM on campus

- Order brochures and posters from the SHRM site to post on campus.
- Recommend membership to SHRM to all students receiving the CMHR .
- Post RV SHRM Meeting dates on bulletin board in Central hall.
- Send periodic emails to HR students to relay information about SHRM, the local Chapter, sources for research, and internship and job opportunities.

Provide professional development for the HR community

- Investigate possibility of making SOU an approved education site for preparation of the PHR Exam.
- Offer a credit/non-credit class in the fall for preparation of the PHR exam.
- Recruit professionals to teach in the PHR class.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Represent the Chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

Requirements:

Must be an SHRM member in good standing.

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>.