



## **College Relations Director**

### **Position Summary:**

Assist and promote Student Chapter activities within the state. Work closely with SHRM's Student Program Manager in carrying out these responsibilities. Communicate state and SHRM goals and policies relative to Student Chapters and Student Membership to the Chapters in the state.

### **Responsibilities:**

- ❑ Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- ❑ Attend additional State Council Meetings, such as Strategic Planning or training sessions.
- ❑ Represent SHRM by conducting all activities in accordance with the National and State code of ethics and conduct, and by using sound business principles and judgment in conducting all SHRM-related business.
- ❑ Serve as a liaison between Student Chapters within the state and the State Council.
- ❑ Promote the formation of new Student Chapters within the state by identifying potential sites and working with local Professional Chapters to develop these sites.
- ❑ Serve as a communications link between Student Chapters and SHRM's Student Program Manager in disseminating information relative to student programs, scholarships, certification, student conferences, etc.
- ❑ Encourage participation of Student Chapters in student competitions on the state and/or regional level.
- ❑ May coordinate a state student conference or promote student activities at professional conferences within the state, region or at the SHRM Annual Conference and Exposition.
- ❑ Work with both Faculty Advisors and local professional Chapter Presidents to encourage student participation in local professional Chapter meetings.
- ❑ Encourage professional Chapters and State Council to assist Student Members through scholarship programs, internships, special student activities, or sponsorship at local, state, or national conferences.
- ❑ Encourage professional Chapters and the State Council to develop recognition programs for Faculty Advisors including, but not limited to, sponsorship at local, state, or SHRM conferences.

- Provide guidance and direction to Faculty Advisors and Chapter Student Liaison representative relative to organization of new Chapters, integration of Student Merit Award Program into Student Chapter activities, and opportunities for integration of Student and professional Chapter goals.
- Attend the State Conference as an opportunity to engage with students and Chapter counterparts.
- Responsible for planning the annual Student Case Competition.
- Develop and recommend young professional initiatives promoting the acquisition, engagement, and retention of Emerging Professionals to Chapters and State Council.
- Coordinate Emerging Professional events and activities in state initiatives.
- Encourage SHRM student members to join Chapters after graduation.
- Assist in helping Emerging Professionals to be introduced and utilized in various HR roles such as Human Capital and Analytics.
- Recommend to State Council ways in which Emerging Professionals can become involved in conferences and State Council activities.
- Reach out and engage with the Chapter counterpart on a quarterly (at minimum) basis. Attending Chapter and/or Board meetings throughout the term of service is encouraged.
- Perform other duties as assigned by the State Council President.

**Requirements:**

- Must be a SHRM member in good standing. HRCI and/or SHRM certification highly desirable.
- Serves a three-year term beginning the first day of January and ending the last day of December.