



College Relations Director

Position Summary:

Serve as an appointed member of the state council responsible for assisting and promoting student chapter activities within the state. Work closely with SHRM to carry out these responsibilities.

Communicate the state and SHRM goals and policies related 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 council meetings.
- 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 in disseminating information about student programs, scholarships, certification, student conferences, etc.
- Encourage participation of student chapters in conferences at the state and/or regional level.
- May coordinate a state student conference or promote student activities at professional conferences within the state, region, or the SHRM Annual Conference and Exposition.
- Work with faculty advisors and local professional Chapter Presidents to encourage student participation in local professional chapter meetings.
- Encourage professional chapters and state councils 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 representatives relative to the organization of new chapters, the integration of the Student Merit Award Program into student chapter activities, and opportunities to integrate student and professional chapter goals.
- Encourage student participation in SHRM publications (e.g., Echoes, SHRM Online) and in awards programs.

- Reach out and engage with the chapter counterpart quarterly (at minimum). Attending Chapter and/or Board meetings throughout the term of service is encouraged.
- Perform other duties as assigned by the State Council Director.

Requirements:

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