**Job Description**

**Position Title: College Relations Director Effective: 1/1/2022**

**Reports to: Chapter President Status: Volunteer**

**Level: Board Member, Chapter Term: 1 year**

**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

**Position 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.
13. Ensure the College Relations & Emerging Professionals webpages are up to date with relevant content regarding College Relations and student chapters.
14. Represent the chapter in the human resources community.
15. Attend all monthly membership and board of directors’ meetings.
16. Upon completion of the position’s term, assist the incoming College Relations & Emerging Professionals Director to assure a smooth transition of responsibilities and continuity of knowledge and resources.

**Requirements:**

* Must be an SHRM member in good standing for entire term of office.
* Must be willing to attend SHRM functions and work in a consistent timely fashion.
* SHRM-CP or SHRM-SCP Certification preferred.

**Resources Available:**

* SHRM supplies the following resources for the chapter College Relations Directors:
	+ Young Professional Chapter Toolkit
	+ Chapter Mentorship Toolkit
	+ Membership Toolkit
	+ Chapter Best Practices
	+ Fundamentals of Chapter Operations
	+ And MUCH MORE…available online at SHRM’s Volunteer Leader Resource Center.

SHRM’s Student Programs Website is available at vlrc.shrm.org

**Note:** Check for new and updated resources that are continually being developed.