



JOB DESCRIPTION

Position title:	College Relations Director	Effective:	8/1/2018
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years

Position Summary

This position will 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

- Actively participate and advise the local SHRM Student Chapters.
- Participate, as available, in student chapter board meetings and chapter meetings or ensure a member of the College Relations Committee participates as a liaison between SHRM Jacksonville and the student chapters.
- Develop scholarship application evaluation criteria and design the appropriate materials.
- Promote the scholarship program and internship program to local colleges and universities.
- Evaluate applications and recommend recipients.
- Make recommendations on changes to scholarship program (i.e., scholarship amount, number of recipients).
- Oversee the internship program. Send out requests to local HR professionals/chapter members requesting internship postings. Forward openings to SHRM Jacksonville student members, members of local student chapters and to faculty members.
- Oversee the Employer Site Tour program. Send out requests to local HR Professionals/chapter members requesting site tours. Promote event to SHRM Jacksonville student members, members of local student chapters and to faculty members.
- 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.
- Recommend community service projects to be supported by the chapter.

- Serve as liaison between members of the college relations committee.
- Maintain communication with the state council college relations director and SHRM staff as needed.
- Participate in the SHRM College Relations Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure the College Relations webpage is up to date with relevant content regarding College Relations and student chapters.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors' meetings.
- Upon completion of the position's term, assist the incoming College Relations 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:
 - 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 <https://community.shrm.org/vlrc/leadership/student-chapters/student-updates>
 - 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.

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