



COLLEGE RELATIONS DIRECTOR



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

Responsibilities:

- 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 members of local student chapters or 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.
- Participate in the SHRM Government Affairs Core Leadership Area conference calls and webcasts.
- Respond to any other requirements of the Chapter President and state college relations director.
- Participate in SHRM College Relations Core Leadership Area volunteer leader conference calls and webcasts.
- 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 bi-monthly chapter meetings and Board of Directors meetings.

Requirements: Must be a member in good standing with PAHRA. This position requires an average of approximately 2-3 hours per month of volunteer time which includes bi-monthly membership and Board meetings.

Term: 1 year

Resources: SHRM's Student Programs Website is available at <http://www.shrm.org/students/>; with a toolkit to help you start a student chapter, work with students, start a mentor or intern program, and more. There is a College Relations Toolkit at <http://www.shrm.org/students/StudentChapterToolkit.pdf>.