

COLLEGE RELATIONS CHAIR

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 the 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 a 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.
- 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.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors' meetings.

Resources Available:

- SHRM supplies the following resources for chapter college relations chairs
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Fundamentals of Chapter Operations
 - And MUCH MORE...available online at www.shrm.org/vlrc
- SHRM's Student Programs Website is available at <http://www.shrm.org/students/>
 - 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 at <http://www.shrm.org/students/StudentChapterToolkit.pdf>.