GREAT RIVER HR ASSOCIATION

College Relations Co-Chair

Position Description - Volunteer Role

Manage the Chapter's SHRM College outreach efforts and assist with internship and scholarship programs.

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 any scholarship program to local colleges and universities. Assist with the evaluation of applications and recommend recipients.
- Make recommendations on changes to chapter 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.
- Participate in the SHRM College Relations Core Leadership Area conference calls and webcasts.
- Create college-specific HR content through webinars or in-person events to teach, train and/or mentor current college students or those interested in pursuing a career in HR.
- 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 director meetings.

Requirements:

- Must be a SHRM national and Chapter member in good standing.

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Printed Name Signature Date