



College Relations Director

Primary Purpose:

The fundamental purpose of this position is to serve as an appointed member of the state council with responsibility to assist and promote student chapter activities within the state. Communicate state and national SHRM goals and policies relative to student chapters and student membership to the chapters in the state.

Primary Responsibilities:

1. Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council. All meeting information should be provided no less than one full week prior to the state council meeting.
2. Serve as a liaison between student chapters within the state and the state council.
3. Promote the formation of new student chapters within the state by identifying potential sites and working with local professional chapters to develop these sites.
4. Serve as a communications link between student chapters and SHRM's Student Program Manager in disseminating information relative to student programs, scholarships, certification, student conferences, etc.
5. Encourage participation of student chapters in the HR Games on the state and/or regional level.
6. May coordinate a state student conference or promote student activities at professional conferences within the state, region or at the SHRM Annual Conference and Exposition.
7. Work with both faculty advisors and local professional chapter presidents to encourage student participation in local professional chapter meetings.
8. Encourage professional chapters and state council to offer assistance to student members through scholarship programs, internships, special student activities, or sponsorship at local, state, or national conference.
9. Encourage professional chapters and the state council to develop recognition programs for faculty advisors including, but not limited to, sponsorship at local, state, or SHRM conferences.
10. Work with the local chapter for hosting the state conference and ensuring price breaks for student chapter members. Work with the program chair of the conference to ensure programs engage student chapters.
11. Provide guidance and direction to faculty advisors and chapter student liaison representative relative to organization of new chapters, integration of Student Merit Award Program into student chapter activities, and opportunities for integration of student and professional chapter goals.
12. Encourage student participation in SHRM publications (e.g. Echoes, SHRM Online) and in awards programs.



Minimum Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Appointment is made by the state council director.
3. Should be able to visit student chapters throughout the state and attend state conference, if applicable.
4. Must be present at all meetings of the state council either in person or on the phone. If unavailable to be present, must send a proxy on behalf of college relations (can be from a local chapter).
5. Serves a two-year term beginning the first day of January and ending the last day of December. May serve in the same position for not more than four additional consecutive years.