

COLLEGE RELATIONS DIRECTOR

Position Summary:

Manage the scholarship program, HR internship program, and college outreach efforts.

Responsible To:

The Chapter President
The members of the Chapter
The MVSHRM Board
NYS SHRM College Relations Director

Responsibilities:

- Develop scholarship application evaluation criteria and design the appropriate materials.
- Promote the scholarship program and work with local colleges and universities to receive nominations.
- Evaluate scholarship applications and recommend recipients.
- Make recommendations on changes to scholarship program (i.e., type, amount, no. of recipients).
- Work with local businesses to promote and help create HR internship programs working with local colleges and universities.
- Oversee the HR 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
- 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 development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attends and participates in Board Meetings as scheduled
- Attends Member meetings as scheduled and assists as needed
- Attends monthly College Relations calls with NYS SHRM College Relations Director
- Provides updates to Chapter College Relations website page as needed
- Visits other chapter websites to review College Relations & Mentor information to gain insight and ideas to bring forward to MVSHRM
- Chairs the College Relations Committee
- Works with Chapter Administrator to coordinate College Relations efforts and fulfill Chapter needs
- Must be an MVSHRM member

Resources Available:

- NYS SHRM College Relations: <https://nys.shrm.org/college-relations>
- NYS SHRM Directors page: <https://nys.shrm.org/new-york-state-council-officers-and-directors>
- SHRM Students and Emerging Professionals: <https://www.shrm.org/ResourcesAndTools/Pages/young-professionals.aspx>
- SHRM Volunteer Leader Resource Center: <https://vlrc.shrm.org/s/>
 - SHRM College Relations Core Leadership Area: <https://vlrc.shrm.org/s/topic/0TO1T000000cDrhWAE/college-relations>
 - VL Webinar Schedule – <https://vlrc.shrm.org/s/article/SHRM-Volunteer-Core-Leadership-Area-CLA-Webcast-Information-2022>
 - Campaign in a Box - <https://vlrc.shrm.org/s/campaign-in-a-box>
 - Chapter Resources: <https://vlrc.shrm.org/s/topic/0TO1T000000cDrIWAU/chapter-resources>
 - Volunteer Leader Structure, etc.: <https://vlrc.shrm.org/s/topic/0TO1T000000cDrUWAU/chapter-volunteer-structure>
- Other SHRM Chapter websites

Revised: 8/25/22