

## COLLEGE RELATIONS CHAIR

### Position Summary:

Manage the college outreach efforts, as well as scholarship program and internship programs.

### Responsible To:

The members of the chapter  
The chapter president  
State council college relations director

### Responsibilities:

- Oversee college outreach efforts.
- Communicate with local faculty/colleges to plan college relation events. These could include, but are not limited to, classroom visits to discuss HR topics, the Professional Chapter, internships/scholarships, SHRM membership, etc. Act as mentor to college students seeking a career in HR.
- Assist student chapter advisors and officers on student chapter activities.
- Serve as liaison between the Professional Chapter and the Student Chapter.
- Make recommendations on changes to scholarship program (i.e., scholarship amount, number of recipients, etc.). Develop scholarship application evaluation criteria and design the appropriate materials. Promote the scholarship program and internship program to local colleges and universities.
- 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.
- Serve as liaison between members of the college relations committee.
- Attend all monthly membership and board of directors meetings.
- 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.
- Complete other assignments as requested by the president or the board of directors.

### Resources Available:

- SHRM supplies the following resources for chapter college relations chairs
  - Chapter Best Practices
  - Chapter Position Descriptions
  - Chapter Leader Resource Guide: Fundamentals of Chapter Operations
  - [www.shrm.org/vlrc](http://www.shrm.org/vlrc)
- SHRM's Student Programs Website is available at <http://www.shrm.org/students/> (includes a toolkit to help 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>.