

COLLEGE RELATIONS CHAIR

Winona Area SHRM

Position Summary:

Manage the scholarship program and college outreach efforts. Provide guidance and counsel to the student chapter or educational institution. Assist in providing speakers for student programs; coordinate the mentorship program.

Responsible To:

The members of the chapter
The chapter President
The chapter Board of Directors
State Council College Relations Director

Requirements:

Chapter member in good standing. Must be a national member of SHRM for entire term of office.

Responsibilities:

- Develop scholarship application evaluation criteria and design the appropriate materials.
- Promote the scholarship program to the local college.
- Evaluate applications and recommend recipients.
- Make recommendations on changes to scholarship program (i.e., scholarship amount, number of recipients).
- Communicate with local faculty/colleges to provide classroom visits to discuss HR topics, the Chapter, scholarships, SHRM membership, etc.
- Act as mentor to college students seeking a career in HR.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.
- Attend and participate in scheduled chapter meetings.
- Provide guidance and counsel to student chapters or educational institutions.
- Promote the Chapters H.R. professional development attributes to future HR students.
- Provide speakers for student programs when appropriate.
- Respond to any other requirements of the Chapter President.
- Upon Completion of the position's term, assist the incoming SHRM College Relations Chair to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Term of Office:

The term for this position is January 1st through December 31st. Consecutive term may be held with no term limit.

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>

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