



Job Description
College Relations Chair
College Relations Co-Chair

Position Summary:

The College Relations Chair is responsible for managing the scholarship program, internship program, and college outreach efforts.

Responsible To:

The Members of the Chapter
The Chapter President
NYS Council College Relations Director

Responsibilities:

- Communicate with local faculty/colleges to provide classroom visits to discuss HR topics, the Chapter, internships/scholarship, SHRM membership, etc.
- Act as a mentor to college students seeking a career in HR.
- Recommend community service projects to be supported by the Chapter.
- Develop scholarship application evaluation criteria and design the appropriate materials.
- Promote the scholarship program and internship program to local colleges and universities.
- Evaluate the applications and recommend recipients.
- Make recommendations on changes to the 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.
- Participate in the development and implementation of short term and long term strategic planning for the Chapter.
- Participate in the SHRM College Relations Core Leadership Area conference calls and webinars.
- Represent the chapter in the human resources community.
- Attend all monthly membership and Board meetings