

LOWER COLUMBIA HUMAN RESOURCES MANAGEMENT ASSOCIATION

STUDENT RELATIONS CHAIR

Position Summary:

Manage the scholarship program, internship program, and schools outreach efforts.

Responsible To:

The members of the chapter
The Chapter President
State Council College Relations Director

Responsibilities:

- Develop scholarship application evaluation criteria and design the appropriate materials.
- Promote the scholarship program and internship program to local colleges and universities.
- Evaluate applications and recommend recipients.
- Make recommendations on changes to 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.
- 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 and high school students seeking a career in HR.
- Recommend community service projects to be supported by the chapter.
- Serve as liaison to colleges and high schools in our communities.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the community (e.g. Career Fairs, Interview Panels, Training, etc.)
- Attend all monthly membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Chapter College Relations Chairs
 - o Chapter Best Practices
 - o Chapter Position Descriptions
 - o SHRM Leaders Guide
 - o And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>
- SHRM's Student Programs Website is available at <http://www.shrm.org/students/>
 - o Here, you will find a toolkit to help you start a student chapter, work with students, start a mentor or intern program, and more.
 - o There is also a College Relations Toolkit at <http://www.shrm.org/students/StudentChapterToolkit.pdf>.