



Job Description

Board Position: Director of College Relations
Length of Term: Two Years
Revision Date: March 2024

Position Summary

The Director of College Relations manages college outreach efforts. The Director of College Relations works closely with student chapters to foster valuable relationships between the student and the HR professionals. The Director of College Relations serves a two-year term.

Responsibilities

- Responsible for the development and progression of SHRM affiliated student chapters at local colleges and universities.
- Serves as a liaison between members of student chapters and the HRSHRM chapter.
- Develops and oversees an internship program. Communicate to HR professionals, and membership of student internship requests and forwards openings to local student chapters and faculty.
- Work with local colleges and faculty to provide classroom visits to discuss HR topics, share information on the local chapter, scholarships, and SHRM membership etc.
- Act as a mentor to students seeking a career in HR.
- Serve as a liaison between members of the college relations committee.
- Participate in the SHRM College Relations Core Leadership Area conference call and webcasts.
- Respond to inquiries from board in a timely manner to ensure progress of all chapter goals and strategies.
- Complete special projects upon request.
- Read and follow all Chapter Bylaws.
- Develop future leader to fill role as part of the succession planning.
- Represent the chapter in the human resources community.
- Attend 10 out of 12 monthly membership and board meetings.

Qualifications

- Member of SHRM National
- Designated member of the Hampton Roads Chapter
- Proactive and responsive
- Highly organized
- Comprehend the SHRM body of knowledge

- PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP designation preferred

Responsible To

- Chapter Members
- Chapter President