



## **DIRECTOR OF STUDENT CHAPTER AFFAIRS**

### Position Summary:

Manages college outreach efforts.

### Responsible To:

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

### Responsibilities:

- Communicates with local faculty/colleges to provide classroom visits to discuss HR topics, the Chapter, internships/scholarships, SHRM membership, etc. Acts as a mentor to college students seeking a career in HR.
- Develops scholarship application evaluation criteria and designs the appropriate materials. Promotes the scholarship program to local colleges and universities. Participates on the scholarship selection committee. Makes recommendations on changes to scholarship 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.
- Recommends community service projects to be supported by the chapter.
- Attends and participates in monthly Board of Directors and chapter meetings.
- Provides updates of student activities at monthly Board of Directors meetings, chapter meetings and in membership communications, as needed.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the Human Resources community.