



## COLLEGE RELATIONS CHAIR

### Position Summary:

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

### Responsible To:

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

### Responsibilities:

- Oversee NOLA SHRM stipend program by coordinating with universities and designing the appropriate supporting materials.
- Promote the stipend program and internship program to the membership.
- Make recommendations on changes to internship program (i.e., stipend amount, number of recipients).
- Work with local SHRM college chapters to provide support and guidance.
- 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 students seeking a career in HR.
- Serve as liaison between members of the college relations committee.
- Participate in the SHRM College Relations Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

### 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](http://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>.