**COLLEGE RELATIONS/YOUNG PROFESSIONALS CHAIR**

Position Summary:

Manage young professional and college outreach efforts, including conferences, meetings, networking opportunities, and general support.

Responsible To:

The members of the chapter

The chapter president

State council college relations director and students

Responsibilities:

* Participate in the development and implementation of short-term and long-term strategic planning for the chapter; review and determine student support needs and best use of time and funding.
* Develop and recommend budget and best use of funds to support young professionals and college outreach efforts; Plan and provide recommendations to NCHRA board for student fundraising support including educational opportunities (CASE competition, certifications, etc), mixers, and study groups.
* 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, NCHRA meetings and events, SHRM scholarships, internship opportunities, SHRM and NCHRA membership, conference opportunities, etc.
* Serve as liaison between members of the college relations committee, act as mentor to college students seeking a career in HR; assist with finding speakers for SHRM student meetings and events.
* Recommend and support student involvement in NCHRA, communicate about local NCHRA meetings and events, provide connections, facilitate support and networking opportunities with the local chapter and board members
* Participate in the SHRM College Relations Core Leadership Area conference calls and webcasts; Provide support including coordinating funding, logistics, resources and attendance.
* Represent the chapter in the human resources community.

Requirements

* Attend in person a minimum of 80% of scheduled Board of Director meetings
* Regularly attend NCHRA events
* Attend via phone/e-mail monthly team check-ins
* Attend via phone quarterly CO-SHRM program calls
* Come prepared to Board of Director meetings with speaking topics and review previous meetings minutes prior
* If you are unable to maintain and meet the above requirements the Board may review and make recommendations for removal based on the Chapter by-laws.

Resources Available:

* SHRM supplies the following resources for chapter college relations chairs
	+ Chapter Best Practices
	+ Chapter Position Descriptions
	+ SHRM Leaders Guide
	+ 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>.