



JOB DESCRIPTION

DIRECTOR OF COLLEGE RELATIONS (Last Updated – 09-01-2024)

Position Description & Duties:

The Director of College Relations is responsible for managing the scholarship program, internship program, and college outreach efforts.

Responsible To:

Vice President of Community Outreach

Responsibilities:

- Develop scholarship application evaluation criteria and create necessary materials.
- Promote the scholarship program and internship programs to local colleges and universities.
- Evaluate applications and recommend recipients.
- Suggest changes to the scholarship program, such as the scholarship amount and the number of recipients.
- Oversee the internship program, request internship postings from local HR professionals/chapter members, and forward openings to local student chapter members or faculty.
- Coordinate with local faculty/colleges for classroom visits to discuss HR topics, the GMA SHRM, internships/scholarships, SHRM membership, etc., and mentor college students pursuing HR careers.
- Organize, coordinate, and promote annual Student Night Out event.
- Recommend community service projects for chapter support.
- Participate in SHRM College Relations Core Leadership Area conference calls and webcasts.
- Provide ideas for the EXCEL award.
- Contribute to the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure leadership continuity through succession planning.

Requirements:

- Regular attendance at GMA SHRM board meetings is expected.
- Attendance at bi-annual GMA SHRM strategic planning meetings is expected.
- Participation in annual GMA SHRM budget meetings is expected.

Term & Commitment:

- Serves a one-year term beginning the first day of July and ending the last day of June. Maximum term of five years on the Board.
- Monthly time commitment: five to seven.