**COLLEGE RELATIONS CHAIR**

**Position Summary:**

Manage college outreach efforts with the student chapter at Iowa State University.

**Responsible to:**

The members of the chapter

The chapter president

State council college relations director

Student chapter at Iowa State University

**Requirements:**

Must be a Chapter member in good standing.

Nominated by the Chapter President and elected by the Chapter membership by a majority vote. Serves a one-year term beginning January 1 and ending December 31 each year.

**Responsibilities:**

* Promote local internship programs to student members at Iowa State University.
* Send out requests to local HR professionals/chapter members requesting internship postings. Forward openings to members of Iowa State University student chapter or to faculty members.
* Communicate with Iowa State University student chapter faculty advisor and student chapter leadership to provide meeting content to discuss HR topics, the Chapter, internships/scholarships, SHRM membership, etc. Act as mentor to college students seeking a career in HR.
* Recommend community service projects to be supported by the chapter.
* 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 quarterly board of director’s meetings.

**Resources Available:**

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