



Position Description

COLLEGE RELATIONS CHAIRPERSON

SUMMARY OF RESPONSIBILITIES:

Maintain a relationship between EHRA and the student organizations at the University of Southern Indiana (USI), University of Evansville (UE) and Oakland City University (OCU) and other area universities/colleges, as applicable. Coordinate scholarship program.

TIME COMMITMENT:

Attend the monthly board meetings and chapter meetings (four hours per month). Coordinate activities and meet with student chapters as necessary (up to five hours per month). Coordinate EHRA scholarship program (up to five hours). Time commitment is heaviest during the school year.

SPECIFIC DUTIES:

1. Meets with the student organizations on a regular basis to keep abreast of club activities and needs.
2. Coordinates the EHRA student scholarship programs.
3. Solicits various information and assist with the Superior Merit Award application process for student chapters.
4. Organizes tours and conducts special presentations to both chapters at regular meetings.
5. Encourages students to participate in EHRA activities (which can count towards Superior Merit Award).
6. Holds periodic committee meetings to coordinate activities and solicit activities and programs.
7. Makes self available as advisor to the chapter presidents.
8. Represents the student chapters at all board meetings and presents any pertinent requests, information, etc.
9. Participate in the SHRM College Relations core Leadership Area conference calls and webcasts. Utilize SHRM Volunteer resources www.shrm.org/vlrc.
10. Maintain current active SHRM membership for entire term of office; if requested EHRA will pay for annual SHRM membership in lieu of registration at IN State Conference or Local Conference as a benefit for serving on the board.
11. Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
12. Attends all board and chapter meetings.
13. Represents the chapter in the human resources community.