

College Relations Director

Position Description

Updated: January 2023

Function: Assists and promotes student chapter activities within the state. Works closely with SHRM's Student Program Manager in carrying out these responsibilities. Communicates state and SHRM goals and policies relative to student chapters and student membership to the chapters in the state.

Responsible To: The State Director

Responsibilities:

1. Serves as a voting member of the State Council and is expected to attend and participate in all meetings of the Council.
2. Serves as a liaison between student chapters within the state and the State Council.
3. Serves as a communications link between student chapters and SHRM's Student Program Manager in disseminating information relative to student programs, scholarships, certification, student conferences, etc.
4. May coordinate a state student conference or promote student activities at professional conferences within the state, region or at the SHRM Annual Conference and Exposition.
5. Promote Emerging Professionals Network (EPN) for local chapters and the state conference.
6. Works with both faculty advisors and local professional chapter presidents to encourage student participation in local professional chapter meetings.
7. Encourages professional chapters and State Council to offer assistance to student members through scholarship programs, internships, special student activities, or sponsorship at local, state, or national conference.
8. Encourages student participation in SHRM publications (e.g. Echoes, SHRM Online) and in awards programs.
9. This position is designated as a SHRM "Core Leadership" position.
10. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
 - a. Facilitates opportunities for student involvement/engagement at the conference.
 - b. Assist with Foundation activities and other conference activities as assigned.
11. Other duties as assigned by the State Director.

Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Election is made the governing body of State Council.
3. Should be able to visit student chapters throughout the state and attend state conference, if applicable.
4. Attendance required at 75% of State Council meetings via phone, virtually, or in person
5. Serves a two-year term beginning the first day of January in year one of the term, and ending the last day of December in year two of the term. May be reelected for an additional two-year term for a total service of four years.

I acknowledge I have reviewed the job description for my position and understand the responsibilities for my position.

Signature

Date

North Dakota SHRM State Council

Affiliate of Society for Human Resource Management



The North Dakota SHRM State Council supports the human resources profession across North Dakota by providing leadership, connections, development opportunities and resources.