

Emerging Professionals Director

Position Description

Updated: October 2024

Function: As the Emerging Professionals Director, you will play a key role in supporting and empowering early career professionals within the state. This involves designing and implementing programs that help new graduates, entry level employees, and our non-traditional workforce develop skills, knowledge, and networks they need to succeed. This position works closely with SHRM's staff liaison on emerging professionals and the Workforce Readiness Director in carrying out these responsibilities.

Responsible To: The State Director

Responsibilities:

1. Serves as a voting member of the State Council and attends 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 staff in disseminating information related to student programs, scholarships, certification, student conferences, etc.
4. Promote student activities at professional conferences within the state.
5. Promote Emerging Professionals Network (EPN) for local chapters and the state conference.
6. Encourages and promotes workforce development opportunities across the state.
7. Support the growth of emerging professionals, including professional development workshops, and networking opportunities.
8. Work closely with the Workforce Readiness Director and any external partners to communicate state-wide opportunities for emerging professionals.
9. Communicates state and SHRM goals and policies relative to student chapters and student membership to the chapters in the state.
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. Responds to any other requests of the State Director and SHRM staff liaison for emerging professionals and workforce readiness or other Council items.
12. Other duties as assigned by the State Director

Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Attendance required at 75% of State Council meetings via phone, virtually, or in person.
3. 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.

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

Signature

Date