

Workforce Readiness Director

Position Description

Updated: October 2024

Function: Monitors and evaluates on a continuing basis state and local activities concerning workforce readiness issues, and works with chapter workforce readiness representative along with state Emerging Professional Director to plan and encourage chapter involvement and activities impacting the workforce readiness arena. Provides updates on workforce readiness developments, issues, and/or initiatives.

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 advocate for workforce readiness on state council and at other professional meetings and assists chapters in coordinating programs and other chapter activities on workforce readiness.
3. Identifies and evaluates issues which impact workforce readiness utilize those to develop & execute initiatives for the Council in collaboration with the Emerging Professionals Director.
4. Provides reports on issues to State Council members and serves as advocate at State Council activities for workforce readiness programs.
5. Serves as a resource for State Council on workforce readiness issues and provides leadership to the chapters on these issues.
6. Monitors state and local activities concerning workforce readiness issues. Provides timely information on these issues to the State Director.
7. Works with the SHRM staff liaison on workforce readiness issues.
8. Develops and supports workshops and seminars which address workforce readiness initiatives and issues.
9. Provides special recognition for chapter members and for state and local programs that provide betterment of the workforce.
10. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference
 - a. Leads or actively serves on a committee and participates in other committee/s as assigned.
12. Responds to any other requests of the State Director and SHRM staff liaison for workforce readiness or other Council items.
13. This position is designated as a SHRM “Core Leadership” position.

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