



## Education Chair

### Position Summary

Manage college outreach efforts and guide the student chapter to ensure its' success.

### Responsibilities

- Advises chapter officers on the formation and implementation of the chapter's goals, objectives and programs.
- Ensures that the chapter understands the role of SHRM as a professional organization.
- The guidance that the chapter advisor provides is the primary element in establishment and continuity of the student group.
- A general interest in and enthusiasm for the students' efforts and activities and attendance at planned events are important contributions that the advisor makes throughout the year.
- Receives chapter materials for distribution to officers.
- Communicate with local faculty/colleges to provide classroom visits 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 student chapter.
- Serve as liaison between members of the board and student chapter.
- Forward openings to members of local student chapters or to faculty members.
- Encourage student chapter members to attend local chapter programs in order to network
- Distribute student members' resumes to chapter members
- Shall maintain graduated student database to which student information is transferred from the membership database to this alumni database and record graduating student job placement information, including (minimally) hiring company and position.
- 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 board of directors meetings.

### Responsible To

- The members of the chapter
- The chapter president
- State council college relations director

### Resources Available

SHRM supplies the following resources for chapter exhibitor chairs

- Chapter Best Practices
- Chapter Position Descriptions
- Fundamentals of Chapter Operations
- SHRM's Student Programs Website is available at <http://www.shrm.org/students/>
  - Here, you will find a toolkit to help you start a student chapter, work with students, start a mentor or intern program, and more.
  - College Relations Toolkit