ASSOCIATION FOR HUMAN RESOURCE MANAGEMENT
POSITION DESCRIPTION

DIRECTOR OF CERTIFICATION

POSITION PURPOSE

Increase the number of chapter members who are certified by either SHRM or HRCI. Encourage and support HR Certified members to recertify by sharing information and coordinating recertification initiatives. Position reports to President.

PRINCIPLE ACCOUNTABILITIES *(including SHAPE responsibilities)*

- Maintain relationship and further grow marketing of IPEx certification partnership. Analyze quality of product and value to membership. Re-evaluate relationship and terms on an annual basis.
- Coordinate with the IPEx instructor(s) of relevant HR related courses to arrange for an AHRM representative to speak at each class as appropriate.
- Make announcements about benefits of IPEx SHRM Certification Exam Prep courses at various monthly meetings, within various monthly newsletters, and on social media.
- In addition to the chapter SHRM Certification Exam Prep courses, provide information to members about alternative study methods for HR certifications.
- Recognize at meetings and through the newsletter those who became SHRM or HRCI certified.
- Provide information about recertification Professional Development Credits (PDCs) to encourage members to recertify.
- Provide information about any changes in certification or recertification requirements.
- Expectation of all board members to follow the General Board Member Job Description.

CONFERENCE/MEETING REPRESENTATION

- MISHRM Volunteer Leadership Business Meeting as requested by Chapter President
- Participation in various AHRM events and activities as needed

QUALIFICATIONS

General Experience/Background

- Must have active individual membership in the Society for Human Resource Management (SHRM)
- Human Resource certification required (PHR, SPHR, SHRM-CP and/or SHRM-SCP).

Language and Technical Skills

- Proficient computer knowledge, including Microsoft Office products
- Must be able to effectively communicate both verbally and in writing to individuals at all levels of an organization