Association for Human Resource Management
Position Description

Director of College Relations

POSITION PURPOSE
Coordinate educational resources and to promote AHRM membership to new HR professionals and student chapters. Position reports to the President.

PRINCIPLE ACCOUNTABILITIES *(including SHAPE responsibilities)*

- Assist in the selection of and partnership with the College Relations Liaisons at Davenport University, Calvin College, Aquinas College, Cornerstone, GRCC and Ferris State University to provide local faculty/college with classroom visits to discuss HR topics, the Chapter, internships/scholarships, SHRM Membership, etc.
- Conduct Class-To-Career programs with local high schools, colleges and SHRM Student Chapters. Establish resources, such as a speaker directory for academia's use on current and relevant topics such as interviewing skills, careers in HR, and employability skills.
- Manage the Internship Scholarship Process on an annual basis as approved by the board.
- Work with the Student Chapters and HR Clubs to help them create and maintain the SHRM chartering requirements and encourage participation in MISHRM HR Games.
- Develop involvement opportunities for students within AHRM/SHRM. Encourage students to sign up for a free membership and attend AHRM Meetings. Review the benefits of being both a student and professional member.
- Act as a mentor to college students seeking a career in HR.
- Partner with local schools to share information. Collaborate with the AHRM Director of Workforce Readiness to contact local workforce readiness coordinators within the schools to discuss initiatives.
- 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 preferred (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

Updated: May, 2024