

*Be the catalyst to empower the advancement of human resources.*

**Job Description**

**Position:** College Relations Director

**Position Summary:** Oversees college outreach efforts to provide a link between the local HR Management Network and the KSU SHRM Chapter to increase the interaction and involvement between both groups.

**Responsible To:**

* Members of the chapter
* Chapter president and board of directors
* State council college relations director

**Essential Duties and Responsibilities:**

* Serve as a link between the Kansas State University (KSU) SHRM student chapter and the local professional HR Management Network chapter to provide communication and news to both organizations to include, but not limited to, upcoming community service activities, upcoming meetings and chapter activities/events.
* Invite participation from HR Management Network members in KSU SHRM activities such as annual resume review, speaker opportunities, etc.
* Establish and direct college relations committee to focus on initiatives to grow the interaction between the chapters. Facilitate student chapter member participation on the committee, to include the KSU SHRM Chapter President.
* Promote community HR related internships to KSU SHRM members.
* Request annual distribution of scholarship funds to KSU and MATC. Recommend changes to the scholarship program(s) allowable within current MOU’s to the board.
* Request fund distribution from the HR Management Network board for student activity support such as the KS SHRM Summit, student attendees at HR Management meetings, etc.
* Communicate with local faculty/colleges to coordinate opportunities to visit and discuss HR topics, the Chapter, internships/scholarships, SHRM membership, etc.
* Serve as and facilitate mentor opportunities for HR focused college students and HR Management Network members.
* Participate in the SHRM college relations webcasts.
* Attend KSU SHRM chapter board and membership meetings.
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
* Represent the HR Management Network and KSU SHRM chapters in the human resource community.
* Attend all HR Management Network monthly membership and board of director’s meetings.

**Other Duties and Responsibilities:**

* As an active Board member, submit agenda items for board and chapter meetings, ask critical questions, and assist with Board decisions that affect Chapter membership.
* Must be in “good standing” within the Chapter.
* Know or build knowledge about the Chapter and SHRM.
* Follow SHRM Code of Ethics
* Stay informed of human resource trends and timely issues affecting the profession and organization.
* Assist with social media applications.
* Maintain confidentiality of chapter board issues and membership data.
* SHRM membership is strongly encouraged.

**Requirements:**

* Must present a professional appearance and friendly manner
* Must be dependable and punctual
* Willingness to participate and engage in chapter and community activities as a volunteer
* Be courteous and personable when dealing with the public
* Be self-directed, willing to take initiative, and detail-oriented
* Respect and maintain confidentiality of HRMN volunteers, partners, and donors
* Computer skills are desired, but not necessary

**Training & Resources:**

* Attend Volunteer Leadership Academy
* HR Management Network By-laws
* HR Management Network website <http://hrmn.shrm.org>
* Volunteer Leadership Resource Center website <http://community.shrm.org/vlrc/home>
* SHRM website <http://shrm.org>

**Time Commitment:**

* Once per month for board meeting (approximately 1.5 hours, typically 8:00 – 9:30 am)
* Once per month for membership meeting (approximately 1.5 hours)
* Once per month for KSU SHRM board meeting (approximately 1 hour)
* Once per month for KSU SHRM membership meeting (approximately 1.5 hours)

**Benefits:**

* Volunteer opportunities
* Community involvement
* Apply, develop and improve leadership skills
* Build and improve your HR competencies
* Expand your professional network – locally, regionally and nationally
* Share your knowledge and learn from others
* Build relationships of trust
* Be a recognized catalyst for the HR profession
* Be recognized by external stakeholders for your HR expertise

Human Resource Management Network of Manhattan, KS, an affiliate of the Society for Human Resource Management, is located in the heart of the Flint Hills of eastern Kansas. Membership is composed of management and administrative level persons responsible for human resource related activities in the organizations. Our local chapter includes members from several local communities and surrounding counties. We are a local resource for networking, information, professional development, and continued support of excellence in Human Resources. For more information, visit [www.hrmn.shrm.org](http://www.hrmn.shrm.org).