



Fargo Moorhead Human Resource Association

College Relations Director Job Description

The College Relations Director is an elected position
The College Relations Director position is a two year term
The College Relations Director position is a voting position on the Board of Directors
The College Relations Director be a SHRM member in good standing

Position Summary:

To serve as a resource and liaison between FMHRA and students and/or student members interested in the human resources profession.

Responsibilities:

- Assist the area student Chapter officers and faculty advisors in maintaining national affiliation with SHRM to ensure knowledge of current practices and procedures in all aspects of human resources.
- Assist the student Chapters in programming topics/speakers for their monthly meetings, utilizing Board of Directors and Chapter members.
- Encourage student Chapter officers to serve on the College Relations committee.
- Provide a report of student Chapter activities at monthly board meetings.
- Host students who wish to attend monthly Chapter meetings as guests.
- Coordinate student scholarship program and selection of scholarship recipient(s).
- Promote the student scholarship program to student Chapters and FMHRA members.
- Assist with planning and execution of the local HR Games event as needed.
- Work with area colleges/universities to offer classroom visits to discuss the human resources profession.
- Connect college students seeking careers in human resources with mentors from within the Chapter.
- Coordinate a minimum of one internship per year for the FMHRA Chapter.
- Work with Communication Director to maintain and update content on the following FMHRA Website pages: College Relations – Student Information; Student FMHRA Membership, Student Scholarships, Internship Opportunities, ND Student HR Games and Conference, Student Resources, and Internships.
- Welcome and register members at monthly Chapter meetings.
- Meet the requirements of the SHRM Chapter Achievement Plan for all areas of responsibility for the College Relations Chairperson position.
- Attend and participate in the annual planning meeting, including all budgetary requests for the upcoming year.
- Attend and contribute to monthly Chapter and board meetings, including scheduled planning meetings.
- Assist in the management of the affairs of FMHRA, adhering to the Chapter bylaws and Constitution.
- Represent the Chapter in the Human Resources community.