



CO-VICE PRESIDENT OF CAREER DEVELOPMENT

Position Summary:

Manage the scholarship program, mentorship program, internship program, and college outreach efforts.

Responsible To:

The members of the chapter and the Austin SHRM board of directors.

Responsibilities:

- Develop scholarship application evaluation criteria and design the appropriate materials.
- Promote the scholarship program, mentorship program, and internship program to local colleges and universities.
- Evaluate applications and recommend recipients.
- Make recommendations on changes to scholarship program (i.e., scholarship amount, number of recipients).
- Oversee the internship program. Send out requests to local HR professionals/chapter members requesting internship postings. Forward openings to members of local student chapters or to faculty members.
- Develop, promote, and facilitate a mentorship program twice yearly for the chapter.
- Ensure participation and goals of the mentorship program are satisfactory.
- 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 chapter.
- Serve as liaison between members of the college relations committee.
- Participate in the SHRM College Relations Core Leadership Area conference calls and webcasts, if applicable.
- Participate in the development and implementation of short- and long-term strategic planning for the chapter.
- Represent the chapter in the business and Human Resources community.
- Attend all monthly membership and Board of Directors meetings.