



Chapter Education Chair Job Description

Position Summary:

Manage the Scholarship Program.

Responsible to:

- The members of the Chapter
- The Chapter President
- State Council College Relations Director

Responsibilities:

- Develop scholarship application evaluation criteria and design the appropriate materials.
- Promote the scholarship 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, etc.).
- Recommend community service projects to be supported by the Chapter.
- Participate in the SHRM College Relations Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Represent the Chapter in the Human Resources Community.