

## Director of Semester Events – CSU Society for Human Resource Management

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### Job Summary

This Director position is for a devoted individual, preferably pursuing a Business or Psychology Major, who wishes to be actively involved in the professional development of CSU's students. SHRM is an organization that hosts a number of opportunities for students to develop their skills and network with professionals in order to secure a foundation for the start of their careers. The Director of Semester Events is a key member of the CSU SHRM Board of Directors and works closely with the Vice President and Director of Merit Award to plan / host events and engage with students in the Monte Ahuja College of Business.

### Responsibilities and Duties

- Partners with Director of Merit Award to plan / host events to fulfill Merit Award criteria
- Actively seeks out opportunities to work with professionals and organizations to create opportunities for student development
- Creates committees within the Chapter to assist in event planning and allocates work appropriately
- Reports to Vice President

### Requirements

- Desire and flexibility to commit to preferably a full school year (one semester if needed): August 2016 - May 2017. Must be able to attend 90% of all events (2 – 3 per month), attend monthly skype meetings, and dedicate a small amount of time outside of school to help plan events.
- Preferably pursuing a Business, Psychology, or Management degree (other majors are acceptable)
- Must have a GPA of 2.0 or higher
- Must become a member of National SHRM (\$40 membership fee)
- Strong communication, writing, and teamwork skills
- No previous work experience required

### Benefits

- Leadership opportunities
- Networking opportunities with local professionals and organizations
- First access to internship and job opportunities
- Admission to regional conferences and professional development workshops
- Access to professional member resources
- National SHRM toolkits
  - HR Magazine monthly
  - SHRM Daily Newsletters with professional articles and webinars

**Interested? Contact us at [csuohioshrm@gmail.com](mailto:csuohioshrm@gmail.com) for more information**