

## Secretary – CSU Society for Human Resource Management

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### Job Summary

This Secretary 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 Secretary is a key member of the CSU SHRM Executive Council and works closely with the President, Vice President, and Treasurer to plan / host events and engage with students in the Monte Ahuja College of Business.

### Responsibilities and Duties

- Maintaining / distributing records of meeting minutes
- Maintaining records of sign in sheets for meetings and events
- Maintaining an organized record of chapter forms, sheets, and information
- Maintaining and updating the chapter bulletin board
- Writing and distributing meeting agendas
- Distributing announcements to all chapter members
- Distributing fliers and promotional information
- Oversees the Director of Social Media

### 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**