

DIRECTOR OF PROFESSIONAL DEVELOPMENT

Position Summary:

Solicit and coordinate the Workforce Readiness, Certification, Diversity, and College Relations activities.

Responsibilities:

- Help to identify programs/speakers for chapter meetings
- Serve as advocate and program coordinator for workforce readiness chapter activities
- Partner with local schools to share information
- Report on workforce readiness issues to chapter members and serve as advocate at chapter activities for education programs
- Participate in SHRM Workforce Readiness Core Leadership Area volunteer leader conference calls and webcasts
- Promote the benefits of certification and recertification
- Recognize newly certified members
- Submit programs for certification/recertification credits
- Oversee chapter scholarship programs
- Attend all membership and board of directors meetings
- Participate in the SHRM 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 professionally in the human resources community