

## **Leader Position Description: VP of University Relations**

### **Position Summary:**

The vice president of university relations manages and promotes student engagement within the chapter by developing and executing initiatives such as an internship program, college outreach efforts, and student special interest groups.

### **Time Commitment:**

**Term:** Two years

### **Time Requirements per month:**

- Attending board meetings
- Attending student relations committee meetings
- Attending monthly chapter meetings
- Communicating with college and university administrative and student services offices

### **Responsibilities:**

#### **Student Recruitment and Engagement**

- Serves as a liaison between local educational institutions and the chapter
- Encourages local academia to participate in ATD Higher Education community
- Serves as liaison between members of the student relations committee and the chapter board
- Serves as communications link between students and chapter in disseminating information relative to student programs, scholarships, internships, and CPLP certification
- Works with local academia to encourage student participation in local professional chapter meetings
- Communicates with local academia to provide classroom visits to discuss the talent development profession, ATD and chapter membership, internships/scholarships, etc.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter

#### **Internship Programs**

- Drives initiatives to provide appropriate assistance to student members through internships or special student activities as supported by the board/chapter
- Develops applications evaluation criteria and designs the appropriate materials
- Evaluates applications and makes recommendations
- Oversees the internship program
- Sends out requests to local professionals and chapter members for internship postings
- Forwards openings to local academic faculty members

### **Student Special Interest Group (SIG)**

- Provides guidance and direction relative to the organization of student special interest groups
- Selects and acts as a liaison to a faculty advisor or chapter member(s) to head the group, report back to the board, and attend group meetings regularly
- Ensures a reduced rate is established for student members
- Establishes a mentoring program with current members and student members

### **Board Participation**

- Supports and promotes chapter affiliation requirements (CARE), and the strategic goals and action plans of the chapter
- Represents the chapter professionally and ethically in all business functions and organizational activities
- Attends and participates in all board and chapter meetings. Participates in other chapter events, committee meetings, and regional conferences as available

### **Qualifications:**

- Member of ATD and chapter
- Skilled in written and verbal communication, personal interaction, and problem-solving
- Ability to plan, organize, and execute activities as required by the position
- Ability to complete projects within established timeframes
- Ability to delegate tasks and monitor follow-through
- Ability to fully participate in chapter programs and board meetings
- Has a willingness to advocate for the chapter
- Ability to seek others out as volunteers