



Chapter Leader Position Description: Manager of Student Relations

Position Summary:

The manager of student relations manages and promotes student engagement within the chapter by developing and executing initiatives such as a scholarship program, internship program, college outreach efforts, and student special interest groups.

Time Commitment:

Term: One year

Estimated Time Requirements per month:

- Attending board meetings: Every other meeting or as needed: 2 hours plus travel time
- Attending student relations committee meetings: As needed
- Attending monthly chapter meetings: At least 2 a year: 2 hours plus travel time
- Communicating with board about routine issues: As needed

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

Scholarship and Internship Programs

- Drives initiatives to provide appropriate assistance to student members through scholarship programs, internships, or special student activities as supported by the board/chapter
- Makes recommendations on scholarship amounts and number of recipients
- Develops scholarship 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/organizational activities
- Attends and participates in 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

ATD Resources:

[Chapter Relations Manager \(CRM\)](#)

[National Advisors for Chapters \(NAC\)](#)

[Chapter Affiliation Requirements \(CARE\)](#)

[Sharing Our Success \(SOS\)](#)

[Chapter Leader Community \(CLC\)](#)

[Leadership Connection Newsletter \(LCN\)](#)

[Toolkits](#)

[Chapter Leader Webcasts](#)