

Certification and Education Coordinator

Position Overview:

Monitors and evaluates on a continuing basis local activities concerning education issues and plans and encourages chapter involvement and activities impacting the education arena. Presents education reports to the chapter and works in cooperation with the chapter legislative affairs representative in areas affecting education.

Term:

The Certification and Education Coordinator is elected to a three-year term.

Key Responsibilities:

- Attendance at Board and Chapter meetings is expected.
- Serves as advocate and program coordinator for education at chapter activities and other professional meetings.
- Identifies and evaluates education issues which impact workforce readiness and develops goals for chapter education strategy.
- Serves as a resource and reports on education issues to chapter members and serves as advocate at chapter activities for education programs.
- Develops and supports workshops and seminars which address education issues.
- Assists with coordination of the fall Certification class and the spring HR Essentials class.
- With Membership / Secretary and Legislative Coordinator, facilitates New Member Orientation sessions.
- Responds to any other requirements of the chapter president and state education director.
- Promotes HRCI certification and provides information about recertification to members. Recognizes all newly-certified members at a monthly meeting and in the newsletter.
- Represents the chapter in the Human Resources community.
- Works with Technology Coordinator to maintain website content relative to position.