

# Membership Coordinator

## **Job purpose**

The Membership Coordinator will help recruit new members and assist potential members in obtaining their desired membership plan. They are the main point of contact for all PIHRA and SHRM membership inquiries and organizes all membership related events.

## **Duties and responsibilities**

The Membership Coordinator will be working with the Cal Poly PIHRA Executive Board, Club Advisor, and its affiliated organizations to ensure the goals of the current year is accomplished. The Membership Coordinator will be responsible for:

### **Membership Coordinator**

- Responsible for Summer Orientation tabling and marketing materials.
- Sets the membership deadlines for each quarter.
- Record member attendance of general meetings and events in Google Spreadsheet.
- Update the membership roster to reflect current and new members each quarter.
- Update and monitor myBAR.
- Assist in developing a recruiter plan for the next academic school year.
- Collect membership applications and supporting documents.
- Submit student applications to PIHRA central.
- Monitor process for Membership awards per quarter.
- Oversee the PIHRA t-shirt and membership stole processes.

### **CPP PIHRA**

- Participate in General Meetings and Executive Board Meetings.
- Participate in all CPP PIHRA's socials and fundraising events.
- Assist with SHRM Merit Award.
- Assist with Evening with Industry.

## **Qualifications**

Applicants must meet the following minimum qualifications in order to be considered for this position:

### **Education**

- Enrollment at Cal Poly Pomona as a part-time or full-time student with sophomore, junior or senior status.
- Enrolled in at least 9 units per semester, excluding summer.
- A minimum 2.5 overall grade point average and good academic standing.
- A major or minor geared towards Management and Human Resources field.
- Must be an active member with Cal Poly Pomona PIHRA, PIHRA and SHRM.

### **Skills and Abilities**

- Works well with a team and be able to use critical thinking to solve arising issues.
- Excellent verbal and written communication skills.
- Ability to take self-initiative, be a leader and demonstrate best HR practices.
- Ability to multi-task and be extremely well-organized.
- Strong computer skills with knowledge of Gmail, Google Docs, Google Slides, and Google Drive.

### **Schedule**

- Must attend General Meetings on Tuesdays from 12:00 p.m. to 12:50 p.m.
- Must attend Executive Board Meetings on Thursdays from 12:00 p.m. to 12:50 p.m.
- Must attend the majority of PIHRA events.

### **Experience**

- Must have completed MHR 301 and MHR 311.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	