

Outreach Coordinator

Job purpose

The Outreach Coordinator is responsible for developing and maintaining a professional network with businesses and corporations. During the academic year they are required to assist in seeking and securing guest speakers for the Cal Poly Pomona PIHRA general meetings. The position also requires them to build relationships with other clubs within the College of Business Administration, as well as with other PIHRA Student Chapters.

Duties and responsibilities

The Outreach 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 Outreach Coordinator will be responsible for:

Outreach Coordinator

- Responsible for securing and coordinating guest speakers for general meetings.
- Responsible for coordinating carpooling for PIHRA District Luncheons.
- Attend the United Business Student Senate meetings and convey information with all executive board members.
- Assist the Programming Coordinator in planning two collaborative events with other clubs within the College of Business Administration.
- Be the head of the Business Outreach Committee for Evening with Industry (EWI).
- Build relationships with other PIHRA Student Chapters.

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.

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| Approved by: | |
| Date approved: | 1/2017 |
| Reviewed: | |