

President

Job purpose

The President will be working with the executive board to help execute the vision of the chapter to help members gain experience through internships and develop themselves as human resources professionals. The President will work closely with other student organization Presidents on the Cal Poly Pomona campus to coordinate any events organized by the College of Business or United Business Student Senate. Aside from working with other student organization Presidents, the President is also required to assist and support the Cal Poly Pomona PIHRA Executive Board members with any tasks they need. The President also acts as a liaison between the CPP PIHRA student chapter and the PIHRA Inland Valley District.

Duties and responsibilities

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

President

- Lead the coordination of the general meetings for each quarter with activities such as, securing guest speakers and planning activities for student members.
- Lead and facilitate the Cal Poly Pomona PIHRA Executive Board meetings.
- Re-charter the student organization with Cal Poly Pomona Office of Student Life and Cultural Center.
- Re-charter the student organization with our affiliated associations (SHRM & PIHRA).
- Assist the Treasurer with creating the budget for the academic year and presenting the budget to the United Business Student Senate.
- Attend the monthly PIHRA Inland Valley District Board of Directors meeting and provide updates on the overall operations of the student chapter.
- Facilitate the overall process of interviewing and selecting new Executive Board members.
- Oversee the processes of each of the Executive Board members to ensure that all responsibilities are done in a timely manner.

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 others and independently.
- Excellent verbal and written communication skills.

- Ability to take self-initiative, be a leader and demonstrate best HR practices.
- Provide proper training/instructional methods and procedures.
- The ability to assess performance of yourself, others and the organization and taking corrective actions.

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 PIHRA Inland Valley Board of Directors' meeting on the first Wednesday of every month at 6:00 p.m.

Experience

- Must have completed MHR 301 and MHR 311.

Approved by:	
Date approved:	
Reviewed:	