



# Job Description

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<b>Title:</b>	<b>Certification Administrator</b>
<b>Committee:</b>	<b>Certification</b>
<b>Date Prepared:</b>	<b>November 2018</b>

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## **ROLE OF THE CERTIFICATION ADMINISTRATOR:**

In the role of the Certification Administrator, you will bring organizational and executional support to the professional certification credentialing for chapter members. The certification committee is responsible for developing, staffing and facilitating comprehensive SHRM exam study groups. You will have the following qualifications and are capable of carrying out the following responsibilities:

## **ESSENTIAL RESPONSIBILITIES** include but are not limited to:

- Follow the CP and SCP exam study group syllabus created by the Committee Chair.
- Help welcome new students, establish and maintain good communications through the course.
- Assist guest speakers and trainers with class assimilation, logistics and preparation.
- Introduce speakers and trainers to class.
- Assist with study group logistics at the venue; i.e. provide refreshments and supplies.
- Attend group sessions, facilitate session discussions and help study group participation

## **QUALIFICATIONS:**

- Active chapter member.
- Minimum of 2 years of HR experience. This can be a combination of HR management, generalist, consultant, or a specialist role (i.e., benefits, compensation, recruitment, etc.)
- Knowledgeable about current HR practices.
- Willing to make a 12-month commitment to the Certification program and Certification participants.