

Role Vice President of Academic Outreach

Reports to Director, Special Programs

Description/Summary

The Vice President of Academic Outreach is a member of the PMI-CTT Chapter's leadership team. This role will play a critical role in establishing and managing a continuing partnership with regional academic institutions (universities and colleges) and their students.

Deliverables

- Communicate effectively PMI-CTT Chapter's value and service among students in post-secondary education
- Increase awareness of the PMI's certifications among students
- Contribute to the addition of new members and volunteers
- Build a connection with the continuous education centres of the academic institutions for courses to be provided by the PMI-CTT Chapter
- Establish the PMI-CTT Chapter as a subject matter expert partner on Project management with students and post-secondary institutions

Duties

- Identify and establish contact with key stakeholders from academic institutions
- Maintain record of academic institutions, key contacts and activities
- Identify opportunities to promote the chapter at regional universities and colleges and communicate PMI's and PMI-CTT Chapter's benefits with students
- Coordinate and direct the presentations and other activities with the academic institutions
- Develop and maintain a library of PMI-CTT resources, ensuring alignment with PMI-CTT Chapter's branding and enabling efficiency in presentation preparation
- Provide a day-to-day leadership of the Academic Outreach team
- Communicate objectives, priorities, work plans and status updates with the leadership team
- Liaise with other team members of the PMI-CTT and other PMI chapters to ensure alignment and exchange best practices

Experience

- Business development and lead generation in the corporate or academic sector
- Customer relationship management
- Experience in preparing and delivering presentations to diverse audiences
- Prior experience with the regional academic institutions is an asset

Education and Training

- Post-secondary education
- PMP designation or any other PMI certification is considered an asset

Desired Skill Sets

- Open-minded personality with excellent communication and coalition-building skills
- Solid organizational and follow-up skills
- Effective and creative presentation skills
- Integrity and commitment to PMI-CTT's mission
- Comprehensive understanding of PMI's certifications

PMI CTT Membership Required

- Must currently be a member in good standing of the PMI-CTT Chapter.

Time Commitment

- The volunteer commitment is for a 1-year period
- Approximately 15-20 hours per month
- Attend monthly Chapter Leadership Team meeting
- Attend regular Portfolio team meetings (varies monthly/bi-monthly)

PDUs awarded

As per PMI standards

Other Recognition/Benefits

- As a membership-driven organization, each of us can offer a contribution to make the most out of the Chapter and our membership.
- Through volunteering, you can meet project management professionals, gain experience - and have fun!
- Giving Back/Volunteering PDUs
- Provide input to Chapter priorities and operations
- Gain experience within a desired area of expertise
- Opportunity to attend PMI Leadership conferences