

Western Michigan Project Management Institute (WMPMI)

2020 Board Nominations Job Descriptions

VICE PRESIDENT OF ACADEMIC OUTREACH

ROLE DESCRIPTION: The Vice President of Academic Outreach (VP of Academic Outreach) shall have and perform all duties including, but not limited to: Planning for and managing academic outreach opportunities for the chapter, providing leadership to Academic Outreach directors, and any other duties assigned by the President.

RESPONSIBILITIES:

- The person that fills this role must be a member in good standing of PMI as well as WMPMI.
- Oversees all aspects of academic outreach for the chapter.
- Recruits, develops, and leads a team of Academic Outreach directors.
- Builds the team that manages THE Project Collegiate Project Management Competition.
- Verifies and approves the competition scenario and budget for THE Project Collegiate Project Management Competition.
- Builds the team that manages the 9 -12 Program, which brings project management education into high schools.
- Attends board meetings and WMPMI events.
- Maintains a strong network with K-12, colleges, and universities in Western Michigan.
- Develops and implements succession and transition plans.
- Active participant in WMPMI chapter events and activities.
- Manage the strategic direction of the education programs offered by WMPMI.
- Review and approve content for all Professional Development Day (PDD) presentations.
- Meet and greet members at chapter meetings.
- Provide oversight to Director(s) within the Academic Outreach area.
- Maintain and update all processes and sub-processes for Academic Outreach.
- Stay informed about local project management educational opportunities.
- Research and answer Academic Outreach inquiries.
- Understand and be able to explain all testing criteria for PMP and CAPM.
- Maintain content on website for Education/Study Groups.

AVERAGE HOURS PER MONTH: 20 HOURS

DESIRED SKILLS:

- Relationship-building skills.
- Public speaking and presentation skills.
- Ability to delegate effectively.
- Negotiation skills.