

## PMI-MCAC-Roles Delineation

<b>Title:</b>	<b>Director of University Academic Outreach</b>
Role description	This appointed role is under the responsibility of the VP of professional development This role is responsible for University Academic Outreach. Develop and maintain relationships with local colleges and universities, implement the strategy and programs that form sustainable partnerships and yield mutual benefits for tertiary/higher educational institutions according to PMI and chapter policies and bylaws.
Responsibilities:	<p>Work with the Chapter’s Board of Directors and Chapter Partner to develop an overall strategy and objectives for Academic Outreach that support the objectives of the chapter and PMI GOC</p> <p>Develop and implement innovative programs to support Academic Outreach strategy</p> <p>Develop goals/objectives to measure Academic Outreach success.</p> <p>Develop metrics to measure success of Academic Outreach programs</p> <p>Develop strategies and programs to support the establishment of “partnerships” for mutual benefit with Academic institutions that help promote the chapter and the project management profession. Evaluate and maintain Academic Outreach partnerships</p> <p>Monitor activities of Academic Outreach volunteers assigned to manage the program</p> <p>Maintain a record of local Academic contacts</p> <p>Manage and maintain Academic Outreach budget</p> <p>Utilize PMI Academic Outreach resources to support designated outreach activities (found on the marketing portal)</p> <p>Provide input to PMI’s Academic Outreach staff that will contribute to the development of academic outreach resources and services for chapter use (found on the marketing portal)</p> <p>Report monthly progress to the Chapter’s BOD and for the annual chapter business planning with Chapter Partner</p> <p>Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter as they relate to Academic Outreach resources and services</p> <p>Act as primary Lead for developing Academic outreach activities which may include oversight of Academic Outreach Committee Volunteers</p> <p>Responsible for making local Academic Institutions aware of PMI and the benefits of chapter support, and PMI products/programs/ initiatives relevant to an academic audience</p> <p>Responsible for identifying and developing programs to involve, develop, engage and manage Academic stakeholders</p> <p>Assure synergy between outreach projects/activities</p> <p>Gather lessons learned and develop procedures to ensure consistent messaging across outreach activities</p> <p>Attend regularly scheduled Outreach team meetings/conference calls and selected meetings</p>

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	<p>Create Academic Outreach articles for chapter newsletter that provide communications on Outreach activities</p> <p>Responsible for helping to develop the role and responsibilities of the position and provide on-boarding support for new volunteers</p> <p>Enhance executive-level awareness of Academic Outreach programs that should be considered for the chapter and its members</p>
strategic and business management skills:	<p>Knowledge of University Academic Environment and Structure</p> <p>Understanding PMI Approach for Universities (including Accreditation Process)</p>
leadership skills:	<p>Decision Making</p> <p>Persuasion/Motivation Skills</p> <p>Skilled in Strategic Planning and Process Execution</p> <p>Stakeholder Management</p>
Time required	Estimated Volunteer Hours per Month:15-25
Experience required	<p>Average Years of Project Management Experience: 16</p> <p>Average Years of PMI Volunteer Experience: 6</p>