

## Volunteer Opportunity Description

### Project Management Institute Pikes Peak Regional Chapter (PMIPPRC)

<b>Job Title</b>	Director of Academic Outreach
<b>Reports To</b>	VP of Education
<b>Type of interaction (in person or virtual)</b>	In Person and Virtual (when available)
<b>Estimated Time commitment</b>	10-15 hrs per month to establish program, 5 hrs per month upon program establishment
<b>Description or summary of position</b>	<p>The Director of Academic Outreach manages PMI-PPRC's academic outreach activities and communications. The Director of Academic Outreach builds relationships with the academic community by promoting the mission of the PMI Pikes Peak Regional Chapter.</p> <p>The position assists the VP of Education and the Board of Directors in defining program proposals, initiatives and budget. The Director provides leadership over the academic outreach program and recruits volunteers as needed to accomplish the desired program initiatives.</p>
<b>Deliverables</b>	Academic outreach program plan.
<b>General Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop and maintain the academic outreach program.</li> <li>• Supports all universities with whom PPRC has built relationships.</li> <li>• Works to expand the influence of PPRC by reaching out to universities with whom we have not yet established relationships.</li> <li>• Communicate regularly with the college, high school and administrative contacts to promote training and other chapter or PMI global opportunities.</li> <li>• Maintain and build contact lists for the college and high school academic communities.</li> <li>• Responsible for staffing additional volunteers in order to support the Academic Outreach program.</li> <li>• Monitor the Director of Academic Outreach mailbox and promptly respond to requests for information and other inquires.</li> <li>• Manages PMI-PPRC's student dinner discount program. Arranges for discount codes, and tracks against the budget. See student dinner discount policy for full details.</li> <li>• Continue to seek out new ways to educate students and the academic community about PMI-PPRC.</li> <li>• Become intimately familiar with the PMI Education Foundation (PMIEF.org) programs and resources.</li> <li>• Promote the Careers in Project Management and other materials available from PMIEF website.</li> <li>• Works with the PMI-PPRC Education Foundation team as needed to communicate and promote the Chapter scholarship information to academic institutions within the Pikes Peak region.</li> </ul>

<b>Experience Qualifications and Requirements</b>	<p>Need:</p> <ul style="list-style-type: none"> <li>• Previous academic relationship management a plus</li> <li>• Must be a PMI PPRC member in good standing</li> <li>• Good communication and reporting skills</li> <li>• Good planning and organizational skills</li> </ul>
<b>Is chapter membership required?</b>	Yes
<b>Number of required years as a member</b>	0; prefer one year of PMIPPRC membership
<b>Desired skill sets</b>	<ul style="list-style-type: none"> <li>• Consistent record of taking the initiative and being self-motivated</li> <li>• Friendly, customer service oriented</li> <li>• Excellent interpersonal skills</li> <li>• Excellent communication skills</li> <li>• Demonstrated success in working well with people and teams</li> <li>• Good organizational skills</li> <li>• Has an organized approach to doing work.</li> <li>• Polite, polished, and effective written and oral communications skills.</li> <li>• Commitment to his/her own professional development.</li> <li>• Enthusiasm for the mission of the PMI Pikes Peak Regional Chapter</li> <li>• Competency with presentation software (PowerPoint or another software)</li> </ul>
<b>Credential type req.</b>	PMI certification preferred, but optional
<b>PDU's available for award:</b>	<p>Volunteer Service:</p> <ul style="list-style-type: none"> <li>• PDU category: E</li> <li>• 1 hour of service = 1 PDU</li> <li>• Refer to PMI PDU category limits for caps and limits associated with your certification</li> </ul>
<b>Resume required?</b>	Yes
<b>Interview required?</b>	Yes
<b>Travel required?</b>	Determined by method of delivery
<b>Term limit for opportunity</b>	Appointed to a 1-year term; renewable. VMM Level: 3
<b>Activity/Time Reporting</b>	No formal activity time reporting is required for the selected position. It can be voluntarily submitted via completing the 'Report PDU' activity report, which can be found on the 'myPMI' page on the PMI website.
<b>Contact Information</b>	VP of Education, vp_education@pmipprc.org
<b>Number of openings</b>	1