

Job Title: VICE PRESIDENT OF CAREER DEVELOPMENT

ROLE DESCRIPTION:

Vice President of Career Development will be responsible for the development and coordination of project management educational programs and courses inclusive of, but not limited to the oversight of the PMI® Certification Exams through ATP's , project management related seminars and webinars. The office may provide information to members about PMI® certification and recertification, and direction for reporting to PMI® headquarters Professional Development Units (PDUs) sponsored by the chapter.

ROLES AND RESPONSIBILITIES:

- Responsible for development, planning and coordination of career development programs, as identified by the chapter's board, designed to enhance the project management professions and/or expand the skills and knowledge of change makers in the region.
 - Preparation and maintenance of PMI's certifications
 - Develop and maintain relationships with local colleges and universities
 - Serve as liaison to the PMI Educational Foundation
 - Maintain relationships with Registered Education Providers (R.E.P.s)
 - Oversee soft skills development and training programs
 - Manage chapter-created credential examination review courses and other such courses
 - Provide the information necessary to market the education, PMI certification, as well as training opportunities offered by the chapter
 - Develop and implement a chapter career development strategic plan, including a program roadmap for career development content programs
- Provide information to members and nonmembers on career development
- Provide information and guidance to members and nonmembers on certification/re-certification in the context of PMI • Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter regarding the contents of programs
- Invite key influencers from industry to participate in community events
- Develop and implement a succession and transition plan

DELIVERABLES: Based on the outcome of Chapter's Annual Strategic and Operational Plan

ROLE SPECIFIC SKILLS:

- Program Planning Skills
- Ability to Develop and Manage Program
- Knowledge of PMI Credentials and PDUs
- Content and Curriculum Development
- Contract and Vendor Management
- Ability to Create and Analyze Program Surveys and Evaluations
- Basic Budget Management Skills

OTHER LEADERSHIP SKILLS:

- Ability to Delegate Effectively
- Public Speaking/Presentation Skills
- Team Building Skills
- Facilitation Skills
- Time Management Skills
- Adaptability/Flexibility

AVERAGE HOURS PER MONTH: 10-20 HOURS

