

Project Management Institute New York City Chapter

Program Manager, Academic University Outreach

PMINYC Outreach serves as the ambassador for project management to New York City metro area organizations and global communities. We promote awareness and adoption of project management in everyday life across all professions.

Position Description

The Academic University Outreach Program Manager orchestrates University Outreach efforts for PMINYC Chapter throughout New York City academic institutions. Potential educational partners include colleges and universities, as well as undergraduate, graduate, executive and continuing education programs. Other partnership opportunities include vocational schools with the support of resources from PMI Education Foundation (PMIEF).

This role supports the Director of Academic Outreach, VP of Outreach and leadership team with activities that promote project management in academic settings. The Program Manager also collaborates with other Academic program managers as needed. S/he coordinates projects with a team of volunteers. S/he sets the tone and standards for Academic Outreach volunteers in order to present a professional, polished image to New York City area educational institutions.

Program Goals

As part of the Outreach team, the Academic Outreach Program Manager represents PMINYC to New York City area academic institutions in order to develop partnerships and expand the practice of project management that will add value and benefit the participants. Additional goals are:

- Provide learning opportunities on project management topics in partnership with academic institutions in the New York City area.
- Collaborate with academic partners to design a variety of project management learning activities and programs tailored to the needs of their students, PMINYC members and prospective members.
- Expose students and novice project managers to practical, real-world experiences related to project management discipline and practices through programs such as speed mentoring events.
- Support students and novice project managers entering the project management profession with career development workshops.
- Share educational opportunities at partner institutions with PMINYC members seeking degree and certification programs.
- Encourage students to participate in PMINYC Chapter Meetings and other events as student members.

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Responsibilities

Primary responsibilities include:

- Initiate and manage Outreach events for academic organizations.
- Collaborate with academic partners on project management presentations and career development for their students and our Chapter members.
- Lead a volunteer team (including project managers) for Academic Outreach projects and delegate project tasks to Outreach volunteers as appropriate.
- Work with the Chapter leadership team to set up events and promote the Academic Outreach activities.
- Provide open communications to Outreach leadership with timely and up-to-date information and status.
- Contribute to a knowledge base for presentations, templates, images, etc. that can be referenced and repurposed for Academic Outreach programs. Archive documents to Outreach repository.
- Maintain and initiate relationships with academic partners.
- Explore opportunities for academic partners to make presentations at PMINYC Chapter meetings.
- Undertake additional responsibilities for Academic Outreach as appropriate.

Reporting & Communications Structure

This position reports to the Director of Academic Outreach, who reports to VP of Outreach.

Skills & Experience Required

- Significant project management experience at a managerial/executive level.
- Preference for role as faculty, administrator or student leader within academic institutions.
- Enthusiasm for lifelong learning and activities in Academic Outreach.
- Strong communication and organizational skills.
- Software and computer skills:
- Willingness to coach and mentor Outreach volunteers and be coached and mentored
- Ability to be a team contributor, and to be persistent, responsive, open and accessible, as necessary.
- Effective negotiation and conflict management skills.
- Understand the needs and interests of academic stakeholders as well as PMINYC members and prospective new members.

Commitment Required

- Invest 10 - 15 hours per month, on a flexible consistent basis.
- Participate in regular Outreach meetings as well as planning sessions required for special projects.
- Manage Academic University Outreach events independently and responsibly
- Attend Chapter meetings and other PMINYC leadership training and functions.



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Anticipated Benefits to Volunteer

- Earn PDU's.
- Build leadership skills and strong networking relationships.
- Produce documentable career-enhancing achievements.

Contact for Further Information

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