

PDU Processing Team Volunteer

DESCRIPTION

This position involves working closely with the Calendar and Registration teams within the Administration and Operations department to report PDUs on behalf of Chapter event attendees.

RESPONSIBILITIES

1. Record Chapter events in the PMI Global Education portal.
2. Provide PDU codes to event coordinators for Chapter-sponsored events.
3. Work with Registration team to validate attendance list for Chapter events.
4. Submit chapter members attendance list to PMI Global Education portal for PDUs reporting.

STRATEGIC & BUSINESS MANAGEMENT SKILLS

N/A.

LEADERSHIP SKILLS

- Cross functional collaboration within the Administration and Operations department.
- Time management.

COMMITMENT REQUIRED

- 4 hours per month.

REQUIRED CREDENTIALS

N/A.

PDU'S TO BE AWARDED

- 1 PDU per hour volunteered. Includes all meetings and time spent in communications, planning, and working directly with the teams and working at events/services. Maximum 25 PDU's, per renewal period, awarded under Category "Giving Back" per CCRS Handbook.
- Refer to the Handbook for the most current information.

ANTICIPATED BENEFITS TO VOLUNTEER

- Earn PDUs.
- Build strong networking relationships.
- Produce documentable career-enhancing achievements.
- Build management and leadership skills through cross-functional interactions within the Chapter.
- Opportunity to give back to your community.

CONTACT

- Administration Operations <adminandops@pminyc.org>