PDD - 102 : Associate Director, Education and Training
6-Dec-21

Position Description:

The INCOSE Associate Director, Education and Training is an appointed position with a two-year term of Office. The position reports to the incumbent Services Director. The Associate Director, Education and Training leads the governance committee for INCOSE education and training activities, maintains related policies and procedures and ensures the successful planning and execution of INCOSE education and training initiatives.

Responsibilities:

• Interfaces with the Services Director and Board of Directors to obtain education and training services requirements
• Provides strategic guidance on the portfolio of INCOSE education and training assets.
• Coordinates with other professional societies on Joint education and training activities.
• Leads the team creating the INCOSE Professional Development Portal.
• Schedules regular reviews to assess risks and progress against plan
• Captures customer feedback, financials and lessons learned from the Professional Development Portal.
• Shares lessons learned with the BOD and the Education and Training team
• Participates in BOD meetings as requested
• Serves on other committees as assigned

Authority:

• Leads the Professional Development Portal team
• Non-Voting Member of the BoD
• See INCOSE Policies RACI for Accountabilities and Responsibilities for INCOSE Policies

Accountability:

• As stipulated in the INCOSE Bylaws, ADM -101 and BOD - 100
• Compliance with directives on conflict of interest and all policies and procedures of the organization

Required Skills:

• Strong oral and written communication skills
• Able to communicate effectively across international and cultural boundaries
• Broad understanding of the diversity of systems engineering practices and application sectors
• Experience of the leadership and coordination of education and training within a volunteer organization

Level of Effort

Note: INCOSE is an International Organization. Link calls often take place outside normal working hours to accommodate time zone differences.