PDD - 207 : Assistant Director for Technical Events
20-Jan-21

Position Description:

The INCOSE Assistant Director for Technical Events is an appointed position with a two year term of office. This individual is responsible to the Technical Director for representing TechOps in INCOSE's major events' program committees.

The INCOSE Assistant Director for Technical Events works closely with the Events Committee, International Symposium (IS) volunteers and other Technical Operations members to ensure an appropriate structure and quality of INCOSE's major events technical program.

Responsibilities:

• Represents the Technical Operations on the Events Committee
• Supports and guides the IS volunteers in the development of their technical program
• Works together with the Events Committee to ensure that the infrastructure for IS submission is in place, including tool configuration, instructions and notification
• Assists the Technical Program Chair with the creation of the Technical Program and the execution of Speakers' Breakfast or virtual dry-run sessions and Session Chairs selection
• Assists the Assistant Director for Technical Review as needed
• Assists the Events Committee with reviewing IW meeting room requests
• Ensures that all papers, panels and tutorials to be presented have been properly submitted and processed through review, notification and scheduling
• Maintains statistics of submissions from past events including quality ratings, geography, and topics
• Leads specific tasks and coordinates specific activities of the TechOps Leadership as assigned
• Identifies technical Events-related needs into the INCOSE Long Range and Annual Operating Plans
• Participates in Technical Operations Meetings and Events Committee Meetings
• Monitors other INCOSE-sponsored or supported conferences
• Serves on other committees as assigned

Authority:

• Member of the Technical Operations Assistant Directors team
• On behalf of the Technical Director, owns the INCOSE Internal Technical Recognition Policies.

Accountability:

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

Required Skills:

•Strong soft skills such as a sense of urgency, customer service, and stakeholder management 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 in the development and execution of the technical program of a physical presence, hybrid, or virtual major event
• Experience of the coordination of activities within a volunteer organization

Level of Effort

180 - 270 hours/year (10% - 15% Full Time Equivalent).

Notes:
• INCOSE is an International Organization. Link calls often take place outside normal working hours to accommodate time zone differences.
• Prior to INCOSE major events there might be peak times in terms of workload