

# PDD - 218 : Assistant Director, University Accreditation

## 21-Jan-20

### Position Description:

The INCOSE Assistant Director, University Accreditation is an appointed position with a two-year term of Office. The position reports to the incumbent Director for Academic Matters. The Assistant Director, University Accreditation supports the Director for Academic Matters by providing a communication channel between INCOSE and University Accreditation bodies on expectations for the content of Systems Engineering Curricula.

### Responsibilities:

- Interfaces with the Director for Academic Matters and Board of Directors to provide input to INCOSE on University Accreditation matters relating to Systems Engineering Curricula
- Provides strategic guidance on the portfolio of INCOSE products of importance to University Accreditation bodies.
- Participates in BOD meetings as requested

### Authority:

- Accountable to the Director for Academic Matters

### 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 as an ABET Accreditor
- Strongly desired qualification: Experience as a professional educator in the Academic Community
- Strongly desired qualification: Experience in undergraduate engineering education

### Level of Effort

