

# PDD - 219 : Sector Assistant Director for Academic Matters

## 21-Jan-20

### Position Description:

The Sector Assistant Director for Academic Matters is an appointed position with a two-year term of office. The Sector Assistant Directors support the Director for Academic Matters by coordinating academic activities in their sector, including representing INCOSE with other academic councils and societies. They also support chapters in their sector with any academic matters that arise, and encourage the development of Student Divisions in their sector.

### Responsibilities:

Support the Director for Academic Matters on any and all matters that span the world

- Coordinate or provide support for at least one event annually (invited presentation/session/sequence of sessions/workshop) pertaining to systems engineering education in their sector.
- Interact as appropriate with engineering education societies such as the American Society for Engineering Education (ASEE) or the International Federation of Engineering Education (IFEES)
  - Support the INCOSE Education objective: INCOSE curricular recommendations are widely adopted around the world, raising the quality of engineering education.
- Support the appropriate Sector Director on any and all initiatives within the Sector that involve academic matters.
- Define educational services that can be provided at the Sector level to facilitate chapter initiatives in systems engineering education and training.

For the Americas Sector Assistant Director for Academic Matters:

- Help coordinate and support INCOSE activities and presence at the ASEE Annual meeting
  - Participate in and support the ASEE Corporate Member Council (CMC).
  - Participate in and support systems engineering education related activities that currently focus on systems engineering and systems thinking for all engineers.
- Support chapter leaders with contacts and solutions to academic matters.
  - Work with South America lead to define and implement an educational initiative.

### Authority:

- Accountable to the Director for Academic Matters

### Accountability:

- Accountable to the Director for Academic Matters
- Sector Assistant Directors for Academic Matters coordinate activities with the appropriate Sector Director
- 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 their application sectors
- Academic experience with applying systems engineering at the organizational level
- Experience of the leadership and coordination of activities within a volunteer organization

### Level of Effort