

PDD - 221 : Assistant Director of Early Career Professionals

6-Apr-19

Position Description:

The INCOSE Assistant Director of Early Career Professionals is an appointed position by the INCOSE Secretary with a three year term of office. The Assistant Director of Early Career Professionals assists with membership engagement efforts, aiding the INCOSE Secretary.

Responsibilities:

- Assists the Secretary in understanding the needs of Early Career Professionals.
- Works with the Secretary to propose initiatives that will help Student members transition into Regular members.
- Works with the Secretary to propose initiatives that will retain Early Career Professionals as Regular INCOSE members.
- Participates in BOD meetings as requested
- Serves on other committees as assigned

Authority:

- Accountable to the INCOSE Secretary

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:

- Demonstrated dedication to INCOSE's mission, values, and organizational growth
- Demonstrated management experience at the organizational level
- Strong oral and written communications skills
- Able to communicate effectively across international and cultural boundaries

Level of Effort