



PMI NASHVILLE CHAPTER

Started in 1996, the chapter is located in Nashville, TN, and is comprised of over 1,400+ members. Its mission is to advance project management in the Nashville area, helping members grow professionally with a variety of offerings.

Job Title: Director of PDU Registration

Reports to: VP of Technology

Term: Jan 2017 – Dec 2017

Job Description: Elected volunteer responsible for initiate, plan, implement, monitor and close related activities associated with Professional Development Units (PDU). Assist PMI Nashville Technology Team with website enhancements and maintenance.

Director of PDU Registration Responsibilities:

- PDU Registration:
 - Reviews the content of the upcoming courses/ events offered by PMI Nashville as a PMI Component or REP events.
 - Register activity number for the event no later than 5 days in advance of the event in the PMI CCRS (provider.pmi.org). These events include but limited to: Monthly Luncheon Meetings, CoP (Communities of Practice) meetings, Education events, Certification courses and, Symposium.
 - Maintain quality, documentation and identify process improvements as a key integral member of the Event Creation Lifecycle Team. Provide transparency of the information to the PMI Nashville team and members at large.
 - Serve as support for events not sponsored by PMI Nashville. Activities will be submitted by their sponsors/hosts.
 - Coordinate with individual(s) responsible for executing Batch PDU Claims Queue for validation, when necessary.
 - Serve as the PMI Nashville chapter PDU SME Ambassador and provide excellent customer support to members who need assistance. Role may require follow up with PMI Global and act as liaison between chapter and member.
- Other technology related responsibilities as directed by PMI Nashville Technology Team:
 - Assist the PMI Nashville Technology team to help manage and maintain the appearance (ex. Sponsorships, Advertisements), content (ex. events, Job postings, news, metrics), and functionality (e. upgrade, backup, enhancements) of the chapter website (www.pminashville.org) on regular basis as requested.
 - Regularly research/review other PMI Chapter websites/technologies and propose fresh ideas for implementation.

General Director Responsibilities:

- PDU submission by attendees of the events is done by the individual attendees (normally for events greater than two PDUs). It is the responsibility of the PMP to maintain a record of their attendance.
- PDU submission for activities other than component events (e.g. self-directed learning, volunteer activities, creation of materials for presentation) is done by the PMI member.
- Strive to achieve the Chapter vision, mission, and objectives as detailed by the BOD, PMI Global, and Chapter’s strategic plan.

Skills/Qualifications:

- Experience using WordPress, HTML, debug tools, Google Docs Administration, Microsoft Office tools, website management.
- Strong application maintenance skills with high comfort level of system integration.
- Understanding and making minor changes in PHP is a strong plus.
- Knowledge of PMI Bylaws and Policies, Records Retention requirements.
- Strong communication skills (oral, written, presentation, editing/proofreading and listening) as well as prioritization skills.

Requirements:

- Member in good standing of the Nashville Chapter and have been for the past year while complying with Chapter Bylaws.
- Willingness to learn and try new things while have access to the Internet.
- Able to coach/mentor others and be willing to be coach/mentored.
- Ability to be a team contributor, to be persistent when necessary, responsive, open and accessible.
- Ability to share and delegate.

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External URL:

www.pminashville.org