**PACE Academic Relations Coordinator**

**POSITION TITLE:**

IEEE SE Michigan Section PACE Activities, Academic Relations Coordinator

**OVERVIEW:**

IEEE Academic Relations is responsible for establishing and maintaining mutually beneficial relationships between the IEEE Section and local Academic entities. These relationships may take many forms and include:

* Academic sponsorship & speakers at SEM Chapter meetings and Section Conferences.
* Participation & relationships building with academic departments in regional Universities
* Provide IEEE ‘guest’ lecturers for Academic Organizations + University functions.

The usual term of office for the position of Academic Relations is 1year.

Term of office begins in January and runs until the end of December. The time needed to fulfill this volunteer position is approximately 2 ~ 3 hours per week.

**ROLES:**

* Support the activities of the Section PACE Activities
* Preside in all Academic Relations matters at IEEE section meetings
* Represent the Section at IEEE gatherings, particularly relating to Academic Relations activities
* Upon request, represent the Section at Regional Committee Meetings and vote on Academic Relations related issues in of the best interest of IEEE

**DESCRIPTION OF RESPONSIBILITES:**

* Attend Section Executive Committee (*ExCom*) meetings regularly for information and/or action.
* If you need help or have problems, report it for action.
* Provide a regular report to the Section Executive Committee about status of Academic relations activities and programs in the Section and in the geographic area.
* Be aware of Section's demographics with relation to membership employed by academia for development of programs. For instance, this could assist you to prioritize towards university educational versus continuing education needs in your area.
* Develop new and innovative ways for interactions between IEEE and local academic institutions.
* Maintain information about Educational Activities through the IEEE Educational Department (<http://www.ieee.org/education>)
* Assist sections with educational issues and activities at a national/section level, and establishing better contacts with National Societies in educational activities. <http://www.ieee.org/about/corporate/agreements/regional.html>
* Where appropriate, maintain information about national society(ies) and their educational activities (<http://www.ieee.org/about/corporate/agreements/regional.html>)
* Maintain information about area educational and training opportunities and promote these programs to the IEEE membership. Visit the education site for information on continuing education programs at www.ieee.org/organizations/eab/edresources.htm
* Pass on to successor all relevant records of office at the end of term.

Share your successes and communicate with other IEEE volunteers around the world.

**ELIGIBILITY:**

* Must be an IEEE member in good standing, i.e. Active status
* Member status may be an IEEE Graduate Student Member, Member, Senior Member, Fellow grade, or higher
* Must reside in the geographic boundaries of the Section

**QUALIFICATIONS & SKILLS:**

* Demonstrated acumen, experience and ability to exercise sound judgments in matters that relate to the current and long-term objectives of IEEE and the Section
* Be willing and able to contribute positively to the decision-making process of the IEEE
* Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group; Excellent communication skills
* Ability to cultivate and engage Section members and other volunteers
* Interest and ability to understand the sometimes conflicting interests of the various constituencies of the IEEE and to act in the interest of all Section members and the general public
* Honesty, integrity and adherence to high ethical standards;
* Excellent relationship skills and the ability to interact with the public, other organizations, financial institutions, governmental agencies, and diverse communities – particularly those with interest in promoting or contribution towards products and services rendered by the IEEE;
* Maintain positive working relationships and capability to set direction for educational activities matters within a Section;
* Ability to adhere to governance practices
* Passion for, and interest in, the IEEE organization
* Ability to dedicate service to the IEEE while maintaining balance with professional & personal life
* Ability to handle sensitive and confidential situations;
* Ability to meet deadlines and to respond to communications in a timely fashion;
* Prior volunteer experience, extremely desirable but not mandatory

**ESTIMATED TIME REQUIREMENTS:**

**Correspondence –**

As a Section officer, it is very important that these members check their email messages on a regular basis, expected time spent on all activities is: **2 ~ 3 hours per week** - this number may vary depending on the overall activities.

**Meetings -**

Section and/or Section Executive Committee meetings:

* 4 face to face meetings each year and 1 conference call meeting each month. (Typical schedule)
* Section Conference Committee meetings, usually 1 conference call meeting each month and face-to-face meetings as called by the committee chair.

**REIMBURSED EXPENSES:**

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies or the budget of a given IEEE Section.

**CONTACT:**

**IEEE Section PACE Activities Committee Chair**

If you have specific questions regarding the duties noted for this position, please contact your Section Chair, Section PACE Chair or the IEEE USA PACE Chair.

**SECTION MISSION**

Inspire, Enable, Empower and Engage Members of IEEE at the local level, for the purpose of:

* Fulfilling the mission of IEEE
* Enhancing the members’ growth and development throughout their life cycle
* Providing a professional home

**SECTION GOALS**

* Increase member engagement
* Improve relationships with and among members
* Enhance collaboration – serve as the local face of IEEE to community