



Position Title: Education Officer/Certification Officer

Position Description:

Promote the development of knowledge, skills and experience of the membership through:

- Education.
- Training.
- Qualifications for registration.
- Mutual exchange of information.

Responsibilities:

- 1) Coordinate the Education and Certification courses run at the Chapter Level with the Association Office.
- 2) Submit programs to Chapter Executive for consideration and approval.
 - a) Ideally, run a minimum of 2 courses per CSC season.
 - i) Facilitate a PCD once a season (Fall)
 - ii) Facilitate a Certified course once a season (Spring)
 - iii) Facilitate a TR Panel Presentation Evaluation in a timely manner.
- 3) Arrange for instructor/s and venue/s in which to conduct the course/s.
- 4) Maintain a roster of streams for RSW, CSP, CTR and CCCA members of the Chapter
- 5) Maintain a database of potential students and which courses they are interested in.
- 6) Promote an understanding of the Educational Certification program throughout the Design + Construction industry.
 - a) Encourage members to qualify as a Registered Specification Writer; Certified Technical Representative; Certified Construction Contract Administrator and or Certified Specification Practitioner
- 7) Co-operate with colleges and universities to establish appropriate curricula related to the aims of the Association when requested by the Association Education Certification Committee
- 8) Inform students seeking vocational guidance as to the opportunities to be afforded by a career in the Design + Construction industry.
- 9) Encourage the continuing professional development and education of writers, readers and users of specifications and related documents.
- 10) Promote the organization of seminars and courses pertinent to the aims of CSC.
- 11) Support technical programs of Association and Chapter.

Range of Expected Time Commitment: 4 to 6 hours per month. Plus any additional time for facilitating courses the chapter offers.