****

**ASEM Graduate Program Certification Director- Responsibilities**

|  |  |  |
| --- | --- | --- |
| **Leadership Position** | **Tasks** | **Tools/Templates/Policies Needed by Stakeholder** |
| **Graduate Program Certification Director** | Overview: The focus of this position is to lead society activities in conducting the certification process and growing the number of certified engineering management programs.  Certification Standards and Related Documentation   * Assure revision and currency of certification standards. * Assure training documentation is current for reviewers and visitors. * Assure web pages accurately reflect the necessary information.   Outreach and Growth of Certification   * Review list of EM domestic programs maintained by the society and help to maintain the accuracy and completeness. * Develop the value package documentation for promoting program certification. * Work closely with CEMAL to enhance support for certification. * Work closely international director to develop a list of international programs and develop the outreach information needed. * Develop and implement planned communication program to grow certification   Operational Details for Certification   * Maintain long term list of milestones for certification of programs. * Assure milestones are met and communication with program leaders takes place as needed. * Develop continuous improvement processes to gain feedback from programs and evaluators to assure program continues to meet the needs of the society and the constituents | * Certification standards and training materials. * Program evaluators. * Number of certified programs * Continuous improvement plan |