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**ASEM Graduate Program Certification Director- Responsibilities**

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| **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
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