



Placement Chair

Section Volunteer Position Description

General Description

Coordinate the section's job placement program to facilitate access to professional opportunities for your section members and assist area companies with recruiting quality professionals.

Term

One year. January 1 to December 31 .

Specific Duties and Responsibilities

- Work with Section Leadership Committee (SLC) to set goals/metrics to support the section's management process as they relate to placement services.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for placement services.
- Serve all section members who are out of work and/or seeking employment.
- Be knowledgeable of [ASQ Career Center](#) to assist section members and companies interested in expanding their employment or recruiting search.
- Establish and/or maintain section placement program and promote to members and area businesses to attract job seekers and recruiters.
- Be an advocate and confidential source of employment information for all members seeking employment and hiring personnel seeking employees.
- Work closely with Section Newsletter Editor and Internet Liaison to establish deadlines for publicizing placement content in newsletter and on the web.
- Attend all SLC meetings and regular membership meetings.
- [Uphold Society Bylaws, Policies & Procedures, and the Section Operating Agreement.](#)

Qualifications

- Must be an ASQ member in good standing.
- Should possess excellent people skills.

Time Commitment

Approximately 2 – 3 hours per month (outside of section and SLC meetings).

Resources

<http://asq.org/member-leader-community/index.html>

The following resources can be found on www.asq.org. Sign in as a member.

- [ASQ Career Center](#)
- ASQ unemployment program (Contact ASQ Membership Workgroup)