



# Placement Chair

## Section Volunteer Position Description

### General Description

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

### Term

One year. July 1 to June 30.

### Specific Duties and Responsibilities

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

### Qualifications

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

### Time Commitment

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

### Resources

Section volunteer resources can be found in the Section Volunteer Community at <http://asqgroups.asq.org/sectionvolunteercommunity>

The following resources can be found on [www.asq.org](http://www.asq.org). Sign in as a member.

- 1 ASQ Career Services
- 2 ASQ unemployment program