



# 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](http://www.asq.org). Sign in as a member.

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