



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. July 1 to June 30.

Specific Duties and Responsibilities

- Work with Section Executive Committee to set goals/metrics to support the Section's management process as they relate to placement services.
- Communicate/report to the Section Executive Committee 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 Society Career Services program (found on ASQNet) 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 Newsletter Editor and Internet Liaison to establish deadlines for publicizing placement content in newsletter and on the web.
- Attend all section executive committee meetings and regular membership meetings.
- Uphold ASQ and section bylaws and policies and procedures

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 executive committee meetings).

Related Documents

- ASQ Career Services <http://www.asqnet.org/members/careers/index.html>
- ASQ unemployment program (dues relief)
https://secure.asq.org/indl_renewal_unemployed.html