



JOB DESCRIPTION

STUDENT AMBASSADOR

ABOUT US:

Villa Maria College is a private, Catholic college providing students with the premier student-centered experience in Western New York. Students learn and grow with a culturally diverse population that lives its ideals of truth, charity, and unity.

MISSION STATEMENT: *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

OUR CORE VALUES: *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

POSITION SUMMARY:

Ambassadors for Villa Maria College play a very valuable role in the recruitment of future students. The primary goal of an ambassador is to provide prospective students the opportunity to explore Villa Maria College through the eyes of a current student, and also to serve as a link between prospective students, current students, administration, faculty, alumni, and friends. By sharing your time and experiences with others, you help promote the true spirit of Villa Maria College.

ESSENTIAL RESPONSIBILITIES:

Give informative and personalized campus tours to prospective students and their families

- Represent Villa Maria College in a positive manner at all times
- Attend all training sessions
- Attend all meetings and special events
- Arrive on time for all scheduled tours, meetings, and special events
- Work in cooperation with other campus offices to promote Villa Maria College

ESSENTIAL QUALIFICATIONS:

- Currently enrolled as a student at the institution with a 2.0 GPA or higher.
- Ability to work with a diverse population

- Ability to interact positively with peers, faculty, and staff
- Demonstrated ability to serve as a positive role model
- Good disciplinary/judicial standing
- Ability to relate well with students, families, and administrators
- Must be reliable and willing to help with all aspects of New Student Orientation
- Must demonstrate enthusiasm for the Orientation Leader position
- Must be available for all training dates and for all aspects of New Student Orientation

WORK ENVIRONMENT:

Professional office/classroom environment requires employee to be flexible, consistently use manual dexterity in reaching, writing, navigating around the classroom, lab, or office. This work may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Evening and weekend hours may be needed, on occasion, to perform work associated with this position. Possible keyboarding movements will be necessary to perform computer work for this position.

To be considered, please complete the online job application at jobs.villa.edu. When you have completed the on-line application process your information will be forwarded to the Search Committee for review. The Search Committee will carefully review each application and the strongest, most qualified candidates will be contacted for an interview.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.

VILLA MARIA COLLEGE INCLUSION STATEMENT:

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.

SALARY RANGE: \$14.20 per hour