



JOB DESCRIPTION

ORIENTATION LEADER

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:

New Student Orientation serves to ease the transition of incoming students to college life and to make them feel welcome in our Villa Maria College community. The Orientation Leader is a student leadership position that requires enthusiasm, dedication, and a positive view of Villa Maria College. All Orientation Leaders are expected to be team players who are interested in helping new students succeed at Villa Maria. The Orientation Leader works directly with other Orientation Leaders, the Director of Student Life, Villa Maria College staff, and new students and their families.

ESSENTIAL RESPONSIBILITIES:

- Attend and actively participate in all required Orientation Leader training sessions.
- Participate in and assist with all aspects of New Student Orientation.
- Represent Villa Maria College and serve with a sense of professionalism and positivity.
- Assist new students and their families in their transition to VMC by making them feel welcome and at home.
- Promote a heightened awareness and respect for diversity.
- Increase students' awareness of the interconnectedness of the campus and Buffalo communities.
- Serve as a knowledgeable resource of all aspects of VMC and New Student Orientation.
- Serve as a positive role model by displaying appropriate and ethical behavior.

- Other duties as assigned to meet the mission of the 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