

**SAINT JOSEPH'S COLLEGE
POSITION DESCRIPTION**

Position Title: Saint Joseph's College Buddy

Reports To: Human Resources

Position Type: Volunteer

Job Purpose:

To acclimate new staff to the SJC culture by introducing them to the work environment; the community members; the College's Mission, Vision and Core Values; and to various resources on campus. The Buddy will also provide support and guidance, serve as the College liaison for questions regarding the College community; and be a point of contact for non-job-related inquiries.

Essential Results:

Priority	% of Time	Result
1		<p>To acclimate new staff to the SJC culture by:</p> <ul style="list-style-type: none"> ● Describing the SJC culture; ● Introducing them to the work environment; ● Introducing community members; ● Promoting the Mission, Vision and Core Values; ● Fostering connections within the campus community; ● Directing the employee to the various resources on campus.
2		<p>To provide support and guidance, and to serve as the College liaison for questions regarding the College community by:</p> <ul style="list-style-type: none"> ● Maintaining communications via phone, email and/or in person contact; ● Consistently connecting with the new employee; ● Focusing on the College vs. the job; ● Consistently demonstrating the Mission, Vision and Core Values; ● Helping to direct new employee to the right person for specific inquiries; ● Referring the new hires to Human Resources as needed.
3		<p>To be a point of contact for non-job-related inquiries by:</p> <ul style="list-style-type: none"> ● Being available to escort the new employee on the first day of employment from the HR department to the employee's home department; ● Conducting end of day check-in on first day; ● Assisting the new employee during week one by checking in via email and/or phone, and a mid-week lunch and campus tour. Determine interests of new hire and visit such locations during tour; ● Scheduling a technology tour at the library for SJC website and library resources; ● Contacting the new employee on a regular basis throughout the first six months of employment;

		<ul style="list-style-type: none"> Encouraging the new employee to attend campus events such as athletic games, volunteering opportunities, lectures, concerts, etc.
College standard	ongoing	Performs other duties to support the College as assigned.
College standard	ongoing	Ensures the safety of self by identifying hazards in the working environment, using and insisting on the use of proper ergonomic methods, complying and insisting on the compliance to College safety policies and procedures, reporting potential hazards, and promptly reporting work related injuries.
College standard	ongoing	Contributes to the ongoing culture of the College by supporting its mission and values.
College standard	ongoing	Consistently works collaboratively with co-workers within the department and across the campus by maintaining a positive problem solving attitude, listening and respecting the competing demands of others and working toward the best solution for the College.
College standard	ongoing	Commitment to sustainable practices such as recycling, limited use of paper and electricity; composting; health and wellness, etc.
College standard	ongoing	Attends and provides assistance at campus community events such as commencement, athletic games, sustainability festivals, academic lecture programs, etc.
College standard	ongoing	Maintains regular in-person attendance (essential of most positions)
College standard	ongoing	Committed to service excellence by providing superior service on a consistent basis to our primary customers - the students, as well as other internal customers including, Faculty, Staff, Trustees, and Alumni, along with prospective students, families, guests, vendors and members of the local community.

Qualifications:

- Minimum of 2 years employment experience at Saint Joseph's College;
- In good standing with job performance and conduct;
- Endorsement from manager;
- Primarily works on campus;
- Demonstrates good attendance;
- Maintains positive attitude;
- Engaged in College community;
- Supportive of the College Mission and the Sisters of Mercy foundation;
- Embraces the Vision by promoting the College Strategic Plan;
- Role Model of Core Values;
- Trustworthy and upholds confidentiality;
- Uses good judgment and discretion;
- Committed and available to serve a 6-month term as a College Buddy;
- Tolerates work related stress effectively and maintains self-control/professionalism.