

Carroll Hall



110 Years of Vermin
1906-2016

Assistant Rector Position Description 2019-20

Carroll Hall – Home of the Vermin

Located at the end of scenic Carroll Drive on the western shore of St. Mary's Lake, Carroll Hall boasts some of the finest views across the lake to the Grotto, Basilica and Golden Dome. Carroll Hall was built in 1906 and was named for Charles Carroll of Carrollton, the only Catholic to sign the Declaration of Independence. Though Carroll is often teased because of our unique location, our real estate is our strongest asset. Not only are the views spectacular, Carroll "Vermin" enjoy a spacious front lawn, sand volleyball court, our own outdoor basketball court and a peaceful, tree-lined walk to and from class along beautiful St. Mary's Lake. Additionally, our construction in the classic Notre Dame style allows for wide hallways, tall ceilings and some of the biggest rooms on campus. With only 100 residents, Carroll allows an Assistant Rector an opportunity get to know the men well and has minimum administrative demands. This leaves the Assistant Rector with greater flexibility than any other hall to engage in projects in the dorm and across campus.



Accommodations – Carroll Hall

Assistant rectors in Carroll enjoy furnished living rooms, full private bathrooms and spacious bedrooms with walk-in closets, wardrobes, and ample desk space. Both Assistant Rector rooms include air-conditioning and heating, in-hall workout room (cardio and weights), weekly housekeeping, and a reserved parking space. We hope that these amenities offer comfort and ease to Assistant Rectors as they serve the men of Carroll.

Expectations – Assistant Rectors

Assistant rectors exercise holistic and personal care for the men of Carroll, modeling hospitality while fostering an inclusive community among residents and staff. Relationally mature, spiritually committed, intellectually perceptive, and professionally adept, assistant rectors act in meaningful collaboration with the rector to anticipate the needs of residents and ably handle crisis situations. They advise the rector openly and honestly on matters of consequence and abide by his decisions. Their prudent judgment and upstanding character encourage Carroll residents to strive after goodness in everyday life. Additional responsibilities include:

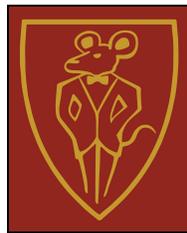
- **Hall Staff:** one weekday and one weekend duty (8:00 PM – 9:00 AM) in Carroll each week, assigned according to staff schedules; Fall Break or Spring Break or Thanksgiving/Easter duty; participate in weekly hall staff meetings (Sunday evenings); weekly lunch meetings with the rector; supervise hall staff on duty nights, making critical decisions about student care.
- **Administration:** Supervise non-RA student staff; submit facility maintenance requests; complete programming proposals, funding requests, and evals; reconcile monthly

procurement card receipts; assist with housing processes for move-in, room picks, and move-out; one Assistant Rector may assist with managing hall budget.

- **Hall Government:** one Assistant Rector will advise hall government (they meet Tuesday evenings); mentor hall president, vice president, commissioners, and committee chairs through regular advisory meetings; offer consultation and guidance on projects and initiatives sponsored by hall government, assisting with events as needed; coordinate funding proposals and reimbursement with Student Activities; moderate hall elections and leadership transition; send dorm-wide e-newsletter of events weekly.
- **Discipline:** complete incident reports; engage in disciplinary conversations with residents; accompany residents to disciplinary meetings with the Office of Community Standards.
- **Spiritual Life:** both Assistant Rectors are expected to participate in celebration of Sunday Mass (10:00 PM). One Assistant Rector may coordinate hall liturgies by supervising the hall sacristan and scheduling lectors and extraordinary Eucharistic ministers.

We're committed to seeing men flourish during their time in Carroll Hall. As mentors and ministers, coaches and confidants, assistant rectors build relationships of lasting impact with our residents. With 102 residents who tightly bond over embracing our place as the smallest dorm and its geographic seclusion, our size and even our location make Carroll unique and attractive.

If you feel called to serve or would appreciate hearing more about the position, please don't hesitate to contact Eric T. Styles at (574) 631-0247 or estyles@nd.edu. Check out our website for more! carrollhall.nd.edu



←*Imagine living here...
...and seeing this every evening.* →



A Carroll Christmas



Sand Volleyball



Lakeside Music Festival



Vermin Football