

Dunne Hall

Assistant Rector Position Description

2019-20

The Newest Men's Hall on Campus

Located at the eastern entrance to campus, in many ways our community is the face of Notre Dame welcoming visitors to the university. Dunne Hall is home to 221 students in addition to a priest-in-residence (Fr. Kevin Grove, CSC), a faculty-in-residence couple (Drs. John and Karen Deak) and our rector, Fr. Matt Kuczora, CSC.

Opened in 2016, the amenities are brand new and top-of-the line benefiting from a nearly 175 year-old tradition of residence life at Notre Dame. The building itself was designed with specific features intended to foster community. Wide hallways, tall ceilings, hardwood floors, a central reading room, two main entrances, "pass through" lounges and other architectural attributes make this dorm feel more like home than the usual institutional design. However, the greatest advantage we enjoy is that we are continuing to build this community's traditions from the ground up; traditions and identity that will last for generations to come.

With such a unique opportunity, we are looking for candidates that are creative and eager to take initiative. The first years laid the foundation, but now we will both solidify and continue to build this nascent, yet already strong community.



Accommodations

Assistant rectors in Dunne enjoy spacious apartments that have been specifically designed for comfort and ability to form community with our residents. Apartments include a furnished living room, full kitchen and full private bathroom, a large bedroom with a walk-in closet, wardrobes and ample desk space. The entire building is centrally air-conditioned and has a state-of-the-art HVAC system with humidity sensors and individual room controls. An in-hall workout room (cardio and weights), weekly housekeeping and a reserved parking space are all included as well. We hope that these amenities offer comfort to Assistant Rectors and facilitate their studies as they guide, develop and serve the men of our hall.

Fr. Matt Kuczora, CSC

Fr. Matt is the Rector for all residents and direct supervisor for Assistant Rectors. Hailing from Marion, IN – just two hours south of campus – Fr. Matt is a lifelong Hoosier and has spent nearly two decades at Notre Dame. Before being asked to lead Dunne Hall, Fr. Matt was the rector of Carroll Hall for one year after spending the previous year as a Visiting Scholar in the Kellogg Institute at Notre Dame. Fr. Matt earned a BBA in Accountancy in 2005 and a Master of Divinity in 2011, both from the University of Notre Dame. He was ordained a priest in the Congregation of Holy Cross in 2012



and spent three years working in an impoverished, urban parish in Monterrey, Mexico with extensive time among Nahuatl-speakers in San Luis Potosí, Mexico. Fr. Matt benefited greatly from Notre Dame's residence life model, living all four years on campus in St. Edward's Hall as an undergraduate. There he served as a Resident Assistant, Hall President and Dance Commissioner founding the now (in)famous St. Edward's Hall Yacht Dance in 2003.



Expectations

Assistant Rectors exercise holistic and personal care for the men of our hall, 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 our residents to strive after goodness in everyday life.

Candidates should refer to the Residential Life AR position description as their primary resource for expectations. In Dunne Hall, additional responsibilities include:

- **Hall Staff:** Two to three duty nights (8:00PM – 9:00AM) each week, assigned according to staff schedules; Fall Break *OR* Spring Break *OR* Thanksgiving/Easter duty; participation in weekly hall staff meetings (Sunday evenings); weekly lunch meetings with the Rector.
- **Administration:** One Assistant Rector will submit facility maintenance requests; complete programming proposals, funding requests and evaluations; reconcile monthly procurement card receipts; assist with housing processes surrounding move-in, room picks and move-out.
- **Hall Government:** The other Assistant Rector will oversee weekly hall government meetings, mentor hall president and commissioners as well as offer consultation and guidance on projects and initiatives sponsored by hall government.
- **Discipline:** Fr. Matt will primarily handle discipline but Assistant Rectors will complete incident reports and occasionally engage in disciplinary conversations with residents and accompany residents to disciplinary meetings with Community Standards.
- **Spiritual Life:** Both Assistant Rectors are expected to participate in celebration of Sunday Mass (4:00PM). One Assistant Rector will 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 with us. As mentors and ministers, coaches and confidants, Assistant Rectors build relationships of lasting impact with our residents.

If you feel called to serve or would appreciate hearing more about the position, please don't hesitate to contact Fr. Matt at (574) 631-6786 or mkuczora@nd.edu.



L to R: 1st Floor Lounge, Bishop Rhoades dedicating the Chapel of Bl. Basil Moreau, Assistant Rector Apartment (Your future home??)