

# Howard Hall

Established 1924

## About Howard

Thank you for considering serving Howard as an Assistant Rector (AR). Howard Hall is home to about 150 undergraduate women from across a variety of areas of study. AR role in Howard has a special emphasis on fostering inclusion, supporting students, creating a safe community, empowering leadership, and fostering spiritual growth.

**Totter for Water** is a 24 hour teeter-totter marathon to raise money for clean water projects. This years' totter money went to a Holy Cross Mission Center in Haiti. We raised over \$15,000!



**Howard Halliday** is a can't miss Christmas celebration and tree decorating event! Students across campus buy small tree for their rooms and decorate it. This is another Signature Event! All money goes to Catholic Charities of South Bend.



## Assistant Rector Responsibilities

### General Responsibilities:

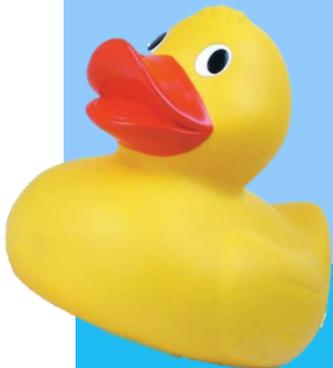
- Assist rector in the growth of the community.
- Regular and professional communication with RAs, student leaders and the rector.
- Participate in staff development, weekly meetings, and bi-weekly supervision meetings
- Staff liaison with Hall Council or SLC
- Participate in disciplinary procedures
- Assume duty responsibility during some breaks and consistent duty responsibility throughout term
- Respond to emergencies
- Communicate effectively with hall staff and student leaders
- Complete work orders for maintenance repairs
- Timely completion of administrative tasks
- Complete other tasks as assigned by rector.

### Spiritual Life Council Responsibilities:

- Oversee SLC meetings (Wednesdays, weekly)
- Approve and oversee events
- Organize mass in hall
- Coordinate hall retreat
- Support SLC leaders
- Oversee Totter for Water and Chapel Crawl
- Monitor SLC budget

### Hall Council Responsibilities:

- Meet with Hall Executive Council and Attend Hall Council (Tues. weekly)
- Approve and oversee events
- Oversee hall dances
- Support student leaders
- Oversee apparel orders
- Monitor Hall Council budget



*Ducks fly together!*

**Spiritual Life in Howard:** Mass takes place Sun. at 8:30p and Mon. at 10p. In the Lenten season, Howard also hosts Chapel Crawl where we visit other chapels around campus for weekday mass. We host a variety of faith sharing events, an advent reflection, and overnight retreats!

### Connect

e-mail Amanda at [asprings@nd.edu](mailto:asprings@nd.edu) or visit our website using code below



Home of the Ducks:

22 35 47 44 2 1

Seniors Juniors Sophomores First Years Assistant Rectors Rector

Location:  
South Quad- Across from South Dining Hall