

The Assistant Rector is a graduate student who serves in a residence hall and lives side by side with students. The Assistant Rectors and Rector form the Head Staff and together with the Resident Assistant's make up Hall Staff. The Assistant Rector aids the Rector in general administration and works with Hall Staff to ensure a healthy, safe, and learning environment for all who reside in our buildings. The exact responsibilities of the Assistant Rector is one that varies between communities; however, he/she is called to be a professional, minister, educator, and administrator. The role may include but is not limited to:

Professional: The Assistant Rector is a representative of the University and will be asked to:

- Attend Hall Staff meetings
- On call duty rotation with head staff
- Participate in University Hall Staff training
- Attend monthly Assistant Rector development meetings
- Share on call rotation with Head Staff for University breaks (Fall Break, Thanksgiving, Spring Break, Easter)
- Act as an advisor for Hall Council

Minister: The Assistant Rector is a role model in all aspects of their life including spiritual. Activities may include:

- Presence- being available in the community on nights other than duty night
- Coordinate hall liturgies, eg. Mass, prayer services, programs designed to enhance spiritual life
- Hall Staff members are asked to attend Sunday liturgy in their community with their residents

Educator: Learning happens outside the classroom and Assistant Rectors aid in this process by:

- Challenging disruptive behavior to the community by enforcing all University policies
- Modeling and living by the Universities policies
- Work closely with students in the community to plan events

Administrator: Completing paperwork and working with other offices may include:

- Submitting work orders for repairs or requesting maintenance
- Completing programming proposals, funding, and evaluations for the community
- Completing Incident Reports for disruptive behavior for the community or University
- Monthly University credit card receipt reconciliations
- Assisting with housing processes, such as check in, check out, room picks, etc.

Benefits:

- Assistant Rectors contract for each semester. The starting salary for Assistant Rectors is approximately \$7,000 per semester.
- Room and Board: Assistant Rectors are provided with a furnished room and a University meal plan during their semester appointment.
- Tuition: Assistant Rectors are eligible for one 3-hour UNDERGRADUATE course each semester at 90% tuition remission (this benefit is tax-free) – OR - Assistant Rectors may take one 3-hour GRADUATE course each semester at 100% tuition remission. Under the University's Educational Assistance Program, designed to meet the requirements of Section 127(b) of the Internal Revenue Code, this benefit is only taxable to the extent the tuition value of the course(s) exceeds \$5,250 per calendar year.
- Parking: Assistant Rectors receive a free parking decal for a designated AR parking space.

Requirements:

- Assistant Rectors are generally enrolled as full-time graduate or professional students. With the exception of first-year law students, Notre Dame graduate and professional students who will be enrolled in degree-seeking (masters or doctoral) programs are eligible to apply for the position of Assistant Rector. However, first-year M.Div. Program participants are considered eligible by exception only and only with the prior approval of the director of the M.Div. Program.
- Every Assistant Rector must participate in hall staff orientation, training, and related activities. Training and orientation programs begin in Spring of the academic year preceding the appointment to Assistant Rector status. A more extensive training program is conducted approximately two weeks prior to the start of the Fall semester. In-service training sessions are held throughout the year. Attendance at all training, orientation, and in-service training sessions, as well as regular meetings with the hall staff, is mandatory. More information will be provided upon hiring.
- Because Assistant Rectors may serve as first responders in many medical emergencies, it is important that they possess basic first aid skills. Supplemental first aid training will be required by August 31.
- If offered a position a federal and state background check will be administered.
- The Office of Student Affairs regards a graduate or professional student who accepts a position as Assistant Rector as making a significant commitment that may preclude acceptance of other employment within or outside the University or acceptance of major offices in campus organizations or activities.
 - Applicants may be subject to certain University academic or financial assistance guidelines that impose ceilings on the maximum support that a student may receive or that proscribe employment.
 - Graduate students who receive financial aid beyond tuition assistance in the form of a fellowship or graduate/research assistantship should check with the Graduate School to determine whether they may also hold a position as an Assistant Rector.
 - Law students need to check with the Law School regarding eligibility to hold the Assistant Rector position.
 - Students receiving a stipend need to check with their academic program as that might preclude them from being eligible to be an Assistant Rector.
- All applicants are encouraged to discuss their eligibility for employment with the Graduate School or their academic advisor. Other questions regarding eligibility may be directed to Residential Life at 574-631-5878.