

Pasquerilla East Hall – Assistant Rector Fact Sheet

Fast Facts:

- Six sections of about 40 women each: 240 residents
- Est.1981, PE is a “cinderblock palace” that was renovated in the summer of 2017
- AR apartments are equipped with a private bath and bedroom, a modest kitchenette, and a sizeable living space.
- Hiring: One Assistant Rector for 2019-2020 Academic Year.
 - Experience with Retreat planning, liturgical ministry, service, and faith sharing preferred

What makes PE *different*?

We have intentionally moved away from a program-based model. Programs don't build community: people in relationship build community. This means that our success is measured by the quality and quantity of our relationships, and our programs are measured by how well they served our relationship goals. A large part of your work will be with individual or small groups of students. You will be empowering students to become self-sufficient leaders who are equipped to “hand down” their positions by mentoring their replacements. While this is much more exciting than simple event planning and programming, it's also much harder.

The Assistant Rectors of Pasquerilla East Hall will:

Administrate

- Assist with office, building-readiness, and administrative tasks during move-in and move-out
- Submit maintenance requests for residential floors as they arise
- Check in with Hall Treasurer and request Pillars programming reimbursements
- Create incident reports and follow up on disciplinary issues
- File monthly reports for University credit card, working with hall clerks to keep spending data up to date

Educate

- Help students integrate academic knowledge and ideas with everyday life
- Challenge student and staff assumptions and promote charitable, complex discussions
- Model and enforce University policies
- Embody healthy academic, professional, physical and spiritual balance (and boundaries)
- Model and invite others to a life of mature Christian discipleship

Develop Leaders

- Mentor and empower Hall President and Vice President
- Facilitate leadership development of commissioners and student leaders (split between ARs)
- Keep students accountable for timely planning and coordination (SAO requests, shopping)
- Oversee procurement of commission and event supplies (student led)

“Education is the art of helping young people to completeness. For the Christian, this means education is helping a young person to be more like Christ, the model of all Christians.” - Blessed Basil Moreau

Form Disciples

- Assist with signature events by empowering student leaders to make a community impact
- Provide mentoring and personal support to Resident Assistants
- Know all students by name and consciously form relationships of service and discipleship with them.
- Engage in formative conversations about spiritual life, virtue, decisions, and relationships

Your Staff Commitments:

- Attend Hall Staff training and required professional development sessions
- Participate fully in weekly meetings of head staff as well as all staff
- Secure lectors and ministers for Mass on Sunday and Wednesday.
- Attend hall Sunday Mass (8:30pm)
- Weekly “family dinner”
- Occasionally host staff dinner or plan staff bonding events
- Take charge of dorm and residents during duty nights: respond to any emergencies
- Split break duty with other head staff members
- Participate in staff hiring process, RA interviews
- Staff all dances and room picks (spring semester)
- Put in an appearance at community-building events and/ or signature events you do not personally supervise (Spirit Week, Junior Parent’s Weekend)
- Return one day early from Winter Break for hall staff retreat (Saturday before move-in)

When is Duty?

ARs take, on average, one week night and one ‘weekend’ (Th-Sun) night of duty per week. During days when the Rector is absent from campus, ARs will be asked to hold the emergency phone and respond to any emergent needs until the Rector’s return.

