

# UCF Undergraduate Community at Fischer

## Assistant Rector Position Description



The **Assistant Rector** (AR) supports the Rector in facilitating the growth and development of the residents of the Undergraduate Community at Fischer Graduate Residences, i.e.,UCF. UCF's AR will be expected to:

- Get to know the residents of UCF and be physically present to build community with them
- Communicate regularly with Rector and respond to Rector's phone calls, text messages and emails in a timely and professional manner
- Attend weekly meetings of Head Staff and Hall Staff
- Participate in one staff dinner a week and staff development
- Help supervise RAs (Resident Assistants)
- Attend Mass on Sunday (11 a.m.) with the combined UCF and graduate communities
- Fulfill expectations for being on duty 2-3 nights per week (8pm-8am)
- Assume duty responsibilities for 10 days during the fall or spring University break (to be coordinated with other AR). Rector will cover the Thanksgiving and Easter breaks
- Hold the ICE and duty phone lines for a minimum of one daytime shift per week. This may include a football Saturday
- Participate in disciplinary procedures
- Oversee hall budget spending and record keeping
- Assist Rector in overseeing UCF events
- Coordinate planning for hall dances, including being on duty with all Hall Staff those nights
- Attend and participate in signature events and hall programs
- Respond to emergencies
- Aid in submitting maintenance requests
- Run errands (grocery store, pick up food, etc.) that help facilitate community in the hall

Because UCF is a new and diverse community (as of Fall 2023), it is essential the Assistant Rector is open-minded, flexible, adaptable, innovative, creative and possesses good communication skills and a sense of humor. Dorm residential life looks different at UCF than in the conventional hall so having an ability to adjust and pivot - sometimes on short notice - is necessary.

Additionally, each **Assistant Rector** will take on one of the following additional areas of responsibility:

### A. Spiritual Life -

One Assistant Rector will oversee liturgy and spiritual life for the hall.

- Develop ways to help residents integrate their academic, social and spiritual lives in the hall and on campus
- Help plan and lead hall retreat(s)

At this time, it is unknown if UCF will have its own Sunday mass in 2024-25, so it could include:

- Organize Mass servers, lectors, extraordinary Eucharistic ministers, musicians and sacristans
  - Send weekly reminders to liturgical ministers and list of needed supplies to Sacristy Supply

### B. Hall Government -

One Assistant Rector will oversee Hall Government and hall-wide programming. This includes:

- Work closely with Hall President and Rector in the planning and executing hall activities
- Primarily responsible for overseeing Hall Gov
- Coordinate large events such as hall dances and act as resource for signature events
- Request funding from Student Activities, etc. and submit follow-up paperwork
- Work with the Hall President in elections of new government each spring semester

*Note: these are general guidelines; other responsibilities and duties may be assigned when necessary*