

Dunne Hall

Assistant Rector Position Description

2024-2025

Home of the Sentinels

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. Eric Schimmel, CSC.

Opened in 2016, the amenities are in great shape. 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. We have a fantastic and active community, recognized twice already as the Men’s Hall of the Year. Though young, we have a strong, positive 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. 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 temperature controls. An in-hall workout room (cardio and weights), monthly 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. Eric Schimmel, CSC

Fr. Eric is the Rector for all residents and direct supervisor for Assistant Rectors. Born and raised in Pittsburgh, Fr. Eric benefited greatly from Notre Dame’s residence life model, living all four years on campus in Flanner Hall as an undergraduate. After graduation, he entered Moreau seminary. While a seminarian, he spent a year and half in East Africa, mostly teaching physics and chemistry as a school run by Holy Cross. Since ordination, he has served in several parishes in Colorado, Arizona, Massachusetts, and South Bend, IN. He also served in Hispanic outreach at King’s College and six years as the Director of Andre House of Arizona, a ministry to people experiencing homelessness in downtown Phoenix.



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. The position requires the ability to maintain confidentiality.

In Dunne Hall, both ARs share responsibilities as extensions of the rector's pastoral and administrative role. Together the three for the Head Staff. Exact portfolios for liturgical, hall government and similar roles are worked out at the beginning of the academic year.

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 (Sundays); regular lunch meetings with the Rector. Assistant Rectors commit to the development of the Hall Staff team, including mentoring RAs.
- **Administration:** Assistant Rectors will share responsibility for administrative tasks that can include: facility maintenance requests; complete programming proposals, funding requests and evaluations. They will reconcile monthly procurement card receipts and assist with housing processes surrounding move-in, room picks and move-out.
- **Hall Government:** Assistant Rectors will help 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. Assistant Rectors (and all staff) will be on duty during the two hall dances and are expected to attend signature events.
- **Discipline:** The Rector 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 (4:30PM) as well as the Dunne Hall retreat that takes place the weekend before second semester. 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. Eric at (574) 631-6786 or eschimm2@nd.edu



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