

# Howard Hall

Location: Located on South Quad, 5 minutes from the Dome and 10 minutes from Duncan



## Assistant Rector Responsibilities

### General Responsibilities:

- Assist rector in the growth of the community
- Support and supervise Hall and SLC Commissioners
- Budget for commissioner events
- Participate in staff development and meetings
- Participate in disciplinary procedures
- Respond to emergencies
- Regular, effective, and professional communication with RAs, student leaders, students, and the rector
- Approval of Ultra Time Hours for Hall Employees
- Timely completion of administrative tasks
- Complete other tasks as assigned by rector
- Assume duty responsibility during some breaks (be prepared to be on duty during Fall or Spring Break) and consistent duty responsibility throughout term

### Spiritual Life Council Responsibilities:

- Oversee SLC meetings
- Approve and oversee events
- Organize mass in hall
- Help organize hall retreat
- Support SLC leaders
- Monitor overall budget

### Hall Council Responsibilities:

- Meet with your hall commissioners regularly
- Attend Hall Council
- Approve and oversee events
- Oversee hall dances
- Support student leaders
- Monitor overall 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 also host a variety of interfaith sharing events and an overnight retreat!



**Totter for Water** is a 24 hour teeter-totter marathon to raise money for clean water projects. This years' totter money went to ND Engineers Without Borders well building project. We raised over \$6,000!



**Howard Halliday** is a can't miss Holiday celebration and tree decorating event! Filled with holiday music, cookies, little trees, and plenty of holiday cheer, this event raised over \$1,000 for the YWCA in South Bend.

## 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, especially STEM. The AR role in Howard has a special emphasis on fostering inclusion, supporting students, creating a safe community, empowering leadership, and fostering spiritual growth.

For more information contact Anna at [akenny2@nd.edu](mailto:akenny2@nd.edu) or (574)-631-7464