

# JOHNSON FAMILY

## GENERAL RESPONSIBILITIES

- Assist Rector in the growth of the community.
- Regular and professional communication with RAs, student leaders and the Rector.
- Participate in staff development, weekly staff meetings, and bi-weekly supervision meetings.
- Work closely with either Hall Council Leaders or Spiritual Life Leaders through weekly meetings and mentorship.
- Assume duty responsibility during some breaks and consistent duty responsibility throughout term.
- Work as head staff to develop trainings and orientations for RA staff
- Carry the Duty and ICE phone on assigned days (approximately 2 or 3 days a week) and respond to emergencies.
- Submit work orders for maintenance repairs and other timely completion of administrative tasks.
- Attend “all hands on deck” events (dances, Johnson Families Weekend, JPW, Family Feud, Empower).
- Complete other tasks as assigned by Rector.



Check out our website:  
[johnsonfamilyhall.nd.edu](http://johnsonfamilyhall.nd.edu)



Contact Rector Sara Ghyselincx  
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## Spiritual Life Position

- Meet with students weekly on committees for retreat, liturgy, service, and wellness
- Help plan events, including approving and overseeing.
- Train liturgical ministers for Mass and coordinate music
- Maintain the chapel space and manage supplies.
- Coordinate hall retreat
- Monitor budget



## Hall Council Position

- Meet with Hall Executive Council and Attend Hall Council (weekly on Tuesday)
- Approve and oversee hall events
- Coordinate hall dances
- Support student leaders and encourage creativity
- Oversee apparel orders
- Monitor budget
- Oversee Hall Clerks

