

PASQUERILLA WEST HALL

CURRENTLY HIRING: 2 ASSISTANT RECTORS

THE ASSISTANT RECTOR ROLE

Thank you for your interest in serving as an Assistant Rector in Pasquerilla West Hall!

Assistant Rectors provide essential leadership in our residential community, serving as **ministers, professionals, educators, and administrators**. While each AR holds a set of specific professional and supervisory responsibilities, ARs share the task of offering meaningful pastoral presence and encouraging supportive community among our undergraduate residents. Students often describe ARs as cherished mentors and important figures in their Notre Dame experience.

For the 2024-2025 academic year, we are hiring two Assistant Rectors. One position will focus largely on the hall's faith life and liturgy; one position will focus on supporting Hall Council leadership and events. I look forward to connecting with you!

- Annie Boyle, Rector (aboyle@nd.edu)

SHARED AR TASKS:

- Ongoing pastoral presence in the hall
- Equal duty rotation with head staff; AR also carries on-call phone 1 day/week
- Support of Resident Assistant formation and supervision
- Response to student concerns and conduct issues as needed
- Weekly staff meeting
- Presence at Sunday Mass (8:30 pm)
- Support of key hall events (Welcome Weekend, dances, housing selection, etc.)
- Shared duty of university break periods
- Administrative tasks and support of building maintenance

FAITH & LITURGY TASKS (1 AR):

- Mentorship of 5-7 student commissioners
- Oversight of weekly liturgies, including coordinating with Mass presiders
- Recruitment and training of student liturgical ministers
- Leadership of hall retreat
- Leadership of first-year welcome liturgy in September
- Ongoing attention and response to diverse spiritual needs of the hall
- Support of student initiatives for engagement and volunteering with our local community

PDUB FAST FACTS

- **Residents:** 250
- **Motto:** "Peace & Love"
- **Mascot:** Weasel
- **Chapel:** St. Clare of Assisi
- **Signature Events:**
 - Queen Week
 - Pdub's Closet
 - Women's Empowerment Week
 - Carnation Sale
- **Spiritual Life:**
 - Sunday Mass
 - Monday Night Prayer
 - Wednesday Mass
 - Faith Group
 - Hall Retreat
- **Location:**
 - Located on "Mod Quad," near North Dining Hall and Hesburgh Library



HALL COUNCIL TASKS (1 AR):

- Supervision and mentorship of Hall President and VP in their visioning and development of hall programming
- Oversight of 20–25 student commissioners who form Hall Council and report to Hall President and VP
- Particular guidance in the planning and facilitating of signature events, notably Pdup's Closet in October, Queen Week (spirit week) in January–February, Women's Empowerment Week in March–April, and two hall dances
- Weekly Hall Council meeting (Tuesdays, 9:30 pm)
- Regular meetings with Hall Council leadership
- Attention to Hall Council budgeting and needed supplies

PREFERRED SKILLS & QUALITIES:

- High level of integrity; ability to use discretion when responding to student concerns (wellness, relationships, conduct) and to seek appropriate assistance when needed
- Ability to develop and maintain a professional relationship with Resident Assistants
- Investment in building a welcoming community that seeks out less-heard voices and celebrates the gifts of each member
- Desire to support residents in their exploration of faith and spirituality
- Organization and ability to handle administrative needs in a timely way (work orders, incident reports, budgeting)
- Awareness of the 24/7 identity of the AR role and desire to serve as a visible role model
- **Spiritual Life AR:** Knowledge of spiritual formation and experience developing opportunities for prayer and reflection
- **Hall Council AR:** Experience with hall government or campus programming helpful