More important than our beautiful building or any programmed event, however, is the everyday life inside our walls. Every liturgy we attend, every program we put on, every meal we share—we do it to further and deepen Community, Brotherhood, Respect. Those three ideals make up our motto. ARs are leaders and models for what brotherhood, community, and respect look like. But, they also work behind the scenes attending to the often hidden needs of our Highlanders. Duncan ARs are integral in so many ways to the University’s residence mission of fostering Christian community.
Assistant Rectors will assist the rector in the general administration and pastoral care of the Duncan Hall community.

Summary of AR Minimum Responsibilities:
* Share Head Staff Duty with Rector
* Duty/Attendance at Dances and Special Events
* Duty for academic breaks and holidays
  * Split equally for Fall Break, Spring Break, and Thanksgiving/Easter
  * No coverage is expected for winter and summer breaks
* Head Staff & Hall Staff Meetings
* Enforce polices to protect the safety of all students
* Attend Sunday Mass and assist with ministries as needed
* Complete administrative tasks
* Other duties as assigned

Community Life Responsibilities: Upon hiring, each AR will be designated a specific community life area of responsibility. This will be determined based on the AR’s interests and background and the needs of the community:

**Hall Council.** This AR will oversee the social, multicultural, athletic, and academic programming. He will be intimately involved in the leadership development of the Hall President and Vice President, who themselves, with their commissioners, will spearhead the programming.

**Liturgical.** This AR will oversee the training, scheduling, and development of Duncan’s liturgical ministers. He will coordinate logistics for Duncan’s Sunday liturgies and the Duncan retreat, and will program any other liturgical/spiritual/theological/ministerial events in the community as seasons dictate.