Thank you for considering serving Howard as an Assistant Rector (AR). Howard Hall is home to about 155 women across a variety of areas of study. Howard seeks to embody the message “women with hope to bring.” The AR role in Howard has a special emphasis on fostering inclusion, empowering student leaders, and encouraging spiritual growth.

**Assistant Rector Responsibilities**

- Assist rector in the growth of the community.
- Regular and professional communication with RAs, student leaders and the rector.
- Participate in staff development and meetings.
- Staff liaison with Hall Council or SLC.
- Participate in disciplinary procedures.
- Assume duty responsibility during breaks and consistent duty responsibility throughout term.
- Respond to emergencies.
- Communicate effectively with hall staff and student leaders.
- Complete work orders.
- Timely completion of administrative tasks.
- Complete other tasks as assigned by rector.

**Hall Council Responsibilities:**

- Meet with hall Executive Council regularly.
- Attend Hall Council.
- Approve and oversee events.
- Oversee hall dances.
- Support student leaders.
- Oversee apparel orders.
- Monitor Hall Council budget.

**Spiritual Life Council Responsibilities:**

- Oversee SLC meetings.
- Approve and oversee events.
- Oversee mass in hall.
- Coordinate hall retreat.
- Support SLC leaders.
- Oversee Totter for Water and Chapel Crawl.
- Monitor SLC budget.

**History**

Howard Hall was built in 1924, and was the first hall to be named after a lay professor, Timothy Howard. Howard was a male residence hall until 1987. Howard is the smallest women’s hall on campus, and is proud to be the home of the ducks. In 2015, Howard will be renovated, marking an important new chapter in Howard’s history!

**Totter for Water** is a 24 hour teeter-totter marathon to raise money for clean water projects. This year’s totter money went to Engineers Without Borders well building project.

**Howard Hallidays** is a can’t miss outdoor Christmas celebration and tree decorating contest! This year the best tree was decided based on votes that cost a dollar each. All money raised went to Catholic Charities of South Bend.

**Liturgy in Howard** takes place Sundays at 8:30p and Mondays at 10p. Wednesdays at 10p are Brother-Sister mass days (new this year), we alternate chapels with Fisher. In the Lenten season, Howard also hosts Chapel Crawl where we visit other chapels around campus for weekday mass.

**Location:**

South Quad - between Morrissey and Badin

**Connect**

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Website: nd.edu/~howard/