Welsh Family Hall  
Est. 1997  
Home of the Whirlwinds

Quick Facts
Approximately 281 women  
4 floors  
21 singles, 14 quads, 102 doubles  
Chapel – St. Kateri Tekakwitha  
Founded West Quad –near Bookstore & Morris Inn  
Air Conditioned

Hall Staff
Rector: Dr. Carol Latronica  
In Residence Priest: Fr. Greg Green, CSC

Life of the Hall
Spiritual Life-  
Mass- Sunday, Monday & Wednesday 10 pm  
Signature Charities-Wounded Warrior, Robinson Center, etc  
Bible Study

Community Life
Hall Council- Executive Council and Commissioners, Tuesdays at 9 pm  
Section Socials Tuesdays 10 pm  
Signature events: Kiss the Pig, Thomas Murphy Cleary Run  
Other events: Dances, Formal, Dance Fest, etc

Kateri lived an outstanding Christian life.  
She went to Mass daily, made frequent visits to the Blessed Sacrament,  
and prayed the rosary often. She cared for the sick and the old and taught the children.  

May the Whirlwinds continue her strong traditions of reverence and caring for others.

The Assistant Rector is a Notre Dame graduate student enrolled in a degree-seeking program who serves in a residence hall or a graduate community and lives side by side with students. The Assistant Rectors and Rector form the Head Staff and together with the Resident Assistants make up Hall Staff. The Assistant Rector assists the Rector in general administration and works with Hall Staff to ensure a healthy, safe, and vibrant learning community. The exact responsibilities of the Assistant Rector varies between communities; however, each Assistant Rector is called to be a professional, minister, educator, and administrator.
This is a general job description and can be changed or added to as needed by the Office of Student Affairs, Office of Housing, or the Rector of the Hall.

Basic Duties
- 1 weekday night and 1 weekend end night on duty
- Duty begins at 8 pm
- Must be in building and responsible for the building and residents all night with the RA on duty
- Carry the Hall ICE phone when designated by Rector.
- Hall Staff Supervision – work with 3 RAs for staff support and budgeting
- Meetings – Weekly - Hall Staff Sunday Nights, Head Staff TBD, Supervision with Rector TBD (every other week)
- Assist with opening and closing of the hall for fall and spring semesters
- Duty during break split up between Head Staff members – Fall & Spring Breaks, Thanksgiving and Easter Breaks
- Reconcile Procard purchases
- Participate in Hall Staff Selection
- Assist with Room Selection Process
- Attend Sunday Night Mass
- Office Hours within Hall for 2-3 hours twice a week outside of duty nights

Community Life Assistant Rector
Facilitate development Welsh Family Pride through:
- Assist Rector with supervision of Hall Council
- Attend weekly hall council meetings– Tuesdays 9pm
- Facilitate, Supervise and Support Hall Commissioners in planning, implementing and evaluating ALL hall programming
- Facilitate Hall Council Retreat at the beginning of Fall Semester
- Meet regularly with Hall Commissioners individually for programming support – including assisting with purchasing supplies, set-up and clean-up, etc.
- Assist Hall President with production of monthly HPC Rockne
- Develop and maintain Hall Website with Hall PR Commissioner
- Maintain Hall Budget – Hall Council and Hall Staff
- Oversee hall Council Elections

Or….

Spiritual Life Assistant Rector
Facilitate development Spirituality through:
- Assist Rector with Spiritual Life of the Hall
- With Rector, coordinate the liturgical life of Hall including direct responsibility working with Hall Liturgical choir, planning of weekly Mass, training, supervising and scheduling Liturgical ministers, ensure Sacristy is fully stocked with necessary supplies, set up Chapel for special events and liturgical season, etc.
- Support the Hall’s Spiritual Life Commissioner and Social Service Commissioner
- Plan Advent and Lenten programs
- Facilitating faith sharing group, Faith and Fellowship
- Serve as liaison with Campus Ministry and the Center for Social Concern
- Serve as Head Staff support member for signature charity events
- Assist with masses on Sundays, Mondays & Wednesdays in hall.