O’Neill Family Hall
2015-16 Assistant Rector Position Description

Hall Description:
O’Neill Family Hall is home to approximately 270 undergraduates, 1 priest-in-residence, a rector, and two graduate student assistant rectors. O’Neill Hall opened during the 1996-97 school year and is named in honor of Joseph O’Neill, Jr., a 1937 Notre Dame graduate. His son, Joe O’Neill is a member of the Notre Dame Board of Trustees and he, along with his wife Jan, are actively involved in the life of the hall. O’Neill was designated Men’s Hall of the Year in 2005 and 2007. Our hall mascot is the “Angry Mob” which primarily draws its inspiration from angry undergraduates who were moved from Grace Hall to O’Neill in 1996. O’Neill is known for its strong sense of community, especially within each of the seven sections within the hall. As a hall we believe that we truly are a family. Our upperclassmen go to great lengths to ensure that the incoming first year students feel a part of their hall and section communities. It begins with our freshmen orientation and is carried on throughout the year. Every day groups of guys go to the dining hall as a section. That tradition is then passed on each year as another class of students arrive. O’Neill is fortunate to have an active and motivated hall staff that takes community building seriously. The seven resident assistants, two assistant rectors, and the rector form a team that actively challenges and engages the hall community to grow personally and to form meaningful relationships with each other. The current rector, Chris Tarnacki, is a 2007 Notre Dame graduate and lived in O’Neill all four years as an undergraduate.

O’Neill is located on West Quad between McGlinn Hall (female) and Keough Hall (male). We are located just south of South Dining Hall and Recker’s, the only 24-7 dining facility on campus. Our primary hall event is our weekly Sunday Mass which is held every Sunday evening. In addition, the hall holds weekly hall government meetings which are used primarily to plan programming for the hall with a focus on community building and to engage the rector on any hall life issues that may arise. We have an in-hall food service business called Spanky’s that opens most evenings with breadsticks, pizza, and chicken nuggets.

The ideal assistant rector candidate will possess some post graduate work experience and have strong interpersonal skills. He should be committed to his studies, but not be overly committed to extracurriculars that would detract from his life within the hall. He should be a man of high personal integrity and be ready and willing to encourage undergraduates in their own personal growth through accountability and mentorship. An important component of the job is presence within the hall, and the assistant rector is expected to have his door open to residents whenever practical. In addition, the hall may require staff supervision at odd hours. In general, the expectation is that next to class commitments, the business of the hall should be the highest priority. There should be a strong desire to actively contribute to and help lead our hall community.

Benefits
• Furnished, one bedroom apartment with central A/C, living room and dining alcove with bay windows, full kitchen, full bathroom with shower/tub, queen bed, walk-in closet, and 40” flat screen television with cable and all other utilities included.
• Meal Plan with 14 meals a week and flex points for on-campus dining locations
• Weekly housekeeping
• O’Neill Hall Staff clothing
• Frequent hall staff development dinners off campus
• All other benefits including salary and tuition remission noted in the general AR position description
Job Description/Expectations:

**Duties Shared by Both Assistant Rectors**
- Attend weekly hall staff dinner (Sunday nights)
- Attend weekly hall staff meeting (weekday night selected each semester)
- Attend Sunday evening Mass
- Attend weekly head staff meal (rector and 2 AR’s) at South Dining Hall or other campus location
- Attend the weekly hall government meeting and serve as its chief advisor
- Participate in bi-weekly 1:1’s with rector
- Rotate duty nights (8 PM until 8 AM) with the other two head staff members. Currently this consists of the same night each week (Monday-Wednesday) and then one weekend shift (Thursday/Sunday, Friday, or Saturday).
- Split up break period hall duty with head staff (Fall Break, Thanksgiving, Spring Break, Easter)
- Split up hall dance supervision with head staff once each semester.
- Attend all required trainings sponsored by O’Neill, the Office of Housing, or Student Affairs
- Provide emergency head staff coverage in the unexpected event that the on-duty head staff member must leave the hall
- Utilize procurement card for hall purchases and reconcile monthly statements on time
- Serve as on-call staff member during the day when the rector is away from campus
- Support the other assistant rector and resident assistants
- Actively engage residents through casual conversations
- Process all maintenance work orders

**Duties that are Assigned to Each Assistant Rector**
- Oversee hall student staff (food services, hall clerks, webmaster, and student custodian)
- Utilize and spend all available funding (dances, academic, service, and social programming) available through Student Affairs, Housing, Student Activities and explore collaboration opportunities with other campus departments and offices
- Be the primary resource for programming and funding policies from Student Activities and the Office of Housing
- Oversee comprehensive hall communication strategy (email, flyers, social media, website)