Badin Hall ~ General Description of the AR Position

The Assistant Rector in Badin Hall is responsible for a number of duties. These duties generally fall into one of three categories: support, facilitation, and supervision. Assistant Rectors are members of the Head Staff of the hall which includes the rector and two assistant rectors. The head staff functions as a team within the Hall Staff team.

**SUPPORT:**
First and foremost, the AR’s role is to assist and support the Badin Rector (presently, Sister Denise). These duties vary depending on situations that arise throughout the year, and therefore require each AR to be flexible and open to embracing a wide and often unanticipated range of duties as the year unfolds. This could include anything from running off campus to grab materials for an event that is happening in Badin to escorting a resident in the middle of the night to the hospital when you may or may not be on duty.

Hall Staff is required to attend Mass in Badin on Sundays and Hall Council Meetings on Tuesday nights. During breaks a member of the Head Staff is required to be present in Badin. Each AR takes duty for either Fall or Spring Break, while the Rector usually takes duty during both Thanksgiving and Easter Breaks.

ARs are required to attend a two-week training prior to the start of the fall semester. For the 2014-2015 academic year, ARs will report to campus / Badin for training on August 9 or 10th, 2014.

**FACILITATION:**
In Badin, each AR is assigned to supervise a number of Hall Government resident-run commissions (see chart on right; the arrangement of these commissions and events will change for 2015-2016). These commissions organize all social, academic and service-focused events for the Badin community, and the AR oversees and facilitates these programs and events. In tandem with supervising these commissions, each AR manages either the academic or social funding that the University provides to every hall. Each hall receives $1500 each ($3000 total) from the University for Academic and Social Funding Programs. The AR reviews program funding requests from Badin Commissioners, submits these requests to the designated University office for approval, and then submits the applicable receipts and program evaluation reports to the University for reimbursement.

The ARs also have weekly meetings with the Rector (Head Staff Meeting) followed by a meeting with the entire hall staff (Rector, ARs, & RAs), where both ARs take turns facilitating the meeting and taking minutes. ARs are generally on duty twice a week; every third week, for 3 nights.

The incoming AR is typically in charge of scheduling the duty calendar each month, which entails meeting with the RA's to coordinate their schedules, and then doing the same with Head Staff.

**SUPERVISION:**
This is an offshoot of the facilitation prong of the AR's duties in Badin. In addition to the AR's more general duties of taking duty 2-3 nights per week and facilitating hall events, both ARs are directly involved in enforcement of the University and Badin Hall community standards. If a disciplinary situation arises in the hall, the staff will discuss the matter together at head and hall staff meetings. After arriving at a decision as a staff regarding the resident’s consequences, one of the Head Staff will usually meet with the resident and relay the collective staff decision.