Marion Burk Knott Hall
Assistant Rector Position Description

Knott Hall is home to approximately 240 undergraduate students, 1 Priest-in-Residence, 1 Rector, and 2 graduate student Assistant Rectors. The ideal Assistant Rector candidate for Knott Hall will possess strong personal integrity and a strong commitment to the residential mission of the University of Notre Dame. Assistant Rectors work closely with a team of Resident Assistants and the Rector to form an inclusive and welcoming community for students to grow and develop. An ideal Assistant Rector will lead by example and serve with humility in order to make Knott Hall a place of brotherhood and respect for the men who call it home.

AR Expectations:

• Assistant Rectors, along with the rest of hall staff, are expected to attend a weekly Sunday staff meeting and the 10pm Knott Hall Mass that follows.
• Assistant Rectors will also be responsible for being on duty one weekday night and one weekend night each week.
• Assistant Rectors will be responsible for planning and executing two educational or social programs each semester with the Hall Government of Knott.
• Additionally, Assistant Rectors will oversee either the Hall Government or the Recreational (Interhall) Activities of the Dorm.
• Assistant Rectors will be responsible for sharing duty coverage for certain breaks throughout the academic year (Fall Break, Thanksgiving, Spring Break, Easter). These four breaks will be divided equally among the three head staff members (Rector and 2 AR’s).
• Assistant Rectors will be responsible for utilizing a university procurement card for Hall purchases and reconciling monthly statements on time.
• Assistant Rectors are expected to be a visible presence in the hall, know the residents by name, and be an active member of the Knott Hall community.

Some of the benefits include:

• A furnished apartment located on the second or third floor of Knott.
• A meal plan with 14 meals per week and flex points for other on campus dining locations.
• Salary and tuition remission as outlined in the general Assistant Rector description.
• The opportunity to positively impact the lives of hundreds of young men during their formative years.