Assistant Rector Position

Office of Student Affairs Guidelines

The Assistant Rector is a member of the Division of Student Affairs, serving on the head staff of the University Village Complex. The responsibilities of the Rector are shared by the Assistant Rector in a complementary way to maximize the skills and interests of head staff members. The Assistant Rector shares with other members of the head staff responsibility for the “community life” program in the Village. Specific duties will be assigned by the Rector to take full advantage of the special interests of all members of the head staff.

The following are expectations for an Assistant Rector.

- He or she should be prepared to assume the duties of the Rector in circumstances when the Rector will be absent from the Village;
- As a member of the head staff of the housing complex, he or she should:
  - Assist by providing spiritual leadership in the development of a Christian oriented community;
  - Assist by participating in the selection and training of staff;
  - Assist by being available to students, their immediate families and members of the staff; and
  - Assist in the administration of the Village complex.

The Assistant Rector is expected to attend departmental and other meetings scheduled by the Office of Housing. When appropriate, the Assistant Rector should participate in University programs as a representative of the Division of Student Affairs and University Village.
Details of Position
Schedule: 12 month/live-in position
Stipend: Approximately 11,000 annually plus a rent reduction
Start Date: Most likely sometime in early June, possibly later in the summer

The role may include but is not limited to:

Administrative Responsibilities:
- Assisting the rector in the general administration of the residence facility and its programs.
- Attend staff meetings;
- Attend building representative meetings;
- Attend Residential Life orientation, pre-service, and in-service training sessions;
- Provide duty phone coverage in the University Village Complex as needed;
- Issue violation notices when necessary;
- Write maintenance requisitions if necessary;
- Perform other duties as assigned by Rector;
- Assist with office coverage as needed;
- Enforce University policy in accordance with the University handbook, du Lac, and the Village handbook, du Marais;
- Assist Rose Exterminator with rounds on a monthly basis (both community centers, one Cripe St building and six Village buildings on the fourth Friday afternoon of each month).
- Work with staff and the maintenance coordinator in the preparation of apartments during the move-in and move-out process for student families. This includes giving tours to prospective students, completing move-in procedure with new residents, and providing maintenance assessments of vacant apartments;
- Create and distribute monthly newsletter to all residents; and
- Update and Maintain University Village Complex web site.
- Organize annual Village concession stand and manage Village furniture rental program

Leadership Responsibilities:
- Be available for consultation with Village residents by phone, visit, and/or email;
- Play a significant role in enhancing the community of the Village through example, actions and participation in the lives of its residents;
- Serve as a community presence with all Village and Cripe Street residents;
- Work with staff to maintain an atmosphere of friendly community living;
- Build community by connecting residents to each other and involving them in the life of the Village;
- Show an active interest in student families by being available to them and knowing them well enough to be able to provide direct assistance, or appropriate referral, to various areas including, but not limited to: academic, spiritual, social and personal issues;
- Meet with Village committees and provide support as needed;
- Show leadership through personal example.

Programming Responsibilities:
- Help coordinate community events (in collaboration with the rest of hall staff);
- Participate in University Village Complex orientation for new residents;
- Actively participate in Village events;
- Assist with the spiritual life of the community as needed; and
- Oversee all social and non-social hall programming funds.
Applications:

- Non-Village residents should apply through the Residential Life application process.
- Village residents will apply internally through the Village Office on a different timeline later in the spring semester. Announcements will be made via the University Village Message weekly email.
- Non-US citizen applicants must have appropriate authorization to work in the United States.