The Assistant Rector is a Notre Dame graduate student enrolled in a degree-seeking program who serves at Fischer, O’Hara-Grace Graduate Residences (FOG) and lives in the complex with their fellow students. The Assistant Rectors and Rector form the Head Staff and together with the Community Assistants comprise the FOG residential staff. The residential staff works with office staff members to form the FOG staff team. The Assistant Rector assists the Rector in general administration and works with FOG Staff to ensure a healthy, safe, and vibrant learning community. The exact responsibilities of the Assistant Rector will vary to take full advantage of the skills and interests of each head staff member; however, each Assistant Rector is called to be a professional, minister, educator, and administrator. The role may include but is not limited to:

**Professional:** The Assistant Rector is a representative of the University and may be required to:
- Attend Hall Staff meetings and building representative meetings
- Participate in on call duty rotation with head staff
- Participate in University Hall Staff training
- Attend one Hall Staff in-service each semester
- Share on call rotation with Head Staff for University breaks (Fall Break, Thanksgiving, Winter Break, Spring Break, Easter, Summer Break)
- Act as an advisor for Hall Council
- Be prepared to assume the duties of the Rector in circumstances when the Rector will be absent from FOG

**Minister:** The Assistant Rector is a role model in all aspects of their life including living an integrated spiritual life. Activities may include:
- Presence- being available in the community on nights other than duty night and showing an active interest in FOG residents 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;
- Play a significant role in enhancing the FOG community through example, actions and participation in the lives of its residents
- Coordinate hall liturgies/Mass, prayer services, and programs designed to enhance spiritual life
- Attend Sunday liturgy in their community with their residents
- Be available for consultation with FOG residents by phone, visit, and/or email

**Educator:** Learning happens outside the classroom and Assistant Rectors aid in this process by:
- Challenging disruptive behavior within the community by enforcing all University policies as outlined in the University student handbook, duLac, as well as policies specific to individual residential communities
- Modeling and living by the University’s policies
- Participating in FOG orientation for new residents
Actively participating in FOG events
Working closely with residents in the community to plan events including:
  o Organize the annual FOG concession stand

Administrator: Completing paperwork and working with other University departments including:
  • Submitting work orders for repairs or requesting maintenance
  • Completing programming proposals, funding, and evaluations
  • Completing Incident Reports for disruptive behavior
  • Submitting monthly University credit card receipt reconciliations
  • Assisting with housing processes, such as check in, check out, room picks, etc.
  • Assisting with Hall Staff selection processes as determined by the Rector
  • Assisting the rector in the general administration of the residence facility and its programs
  • Assisting with FOG office coverage as needed
  • Assisting Rose Exterminator with rounds (Oct-April) on a monthly basis (both community centers, certain sections of apartment buildings each month, schedule to be determined according to Rose Exterminators schedule and availability of responsible AR)
  • Working with staff and the maintenance coordinator in the preparation of apartments during the move-in and move-out process. This includes giving tours to prospective students, completing move-in procedures with new residents, and providing maintenance assessments of vacant and partially occupied apartments;
  • Updating and maintaining the FOG website, Google Group and any other communication mechanisms
  • Assisting with managing FOG community property and community centers
  • Overseeing all social and educational hall programming funds.

SALARY & BENEFITS
  • This position is a 12 month/live-in position. Time away from the complex is determined in consultation with the Rector to ensure on-call coverage and effective administration of the complex. The annual stipend is approximately $14,000.
  • Room and Board: Assistant Rectors are provided with a furnished apartment room and a University meal plan (meal plan is fall and spring semester only).
  • Tuition: Assistant Rectors are eligible for one 3-hour UNDERGRADUATE course each semester (fall and spring) at 90% tuition remission (this benefit is tax-free) – OR - Assistant Rectors may take one 3-hour GRADUATE course each semester (fall and spring) at 100% tuition remission. Under the University’s Educational Assistance Program, designed to meet the requirements of Section 127(b) of the Internal Revenue Code, this benefit is only taxable to the extent the tuition value of the course(s) exceeds $5,250 per calendar year.
  • Parking: Assistant Rectors receive a free parking decal for a designated AR parking space.

ELIGIBILITY REQUIREMENTS
  • Assistant Rectors must have a Bachelor's Degree and are generally enrolled as full-time graduate or professional students. With the exception of first-year law students, Notre Dame graduate and professional students who will be enrolled in degree-seeking (masters or
doctoral) programs are eligible to apply for the position of Assistant Rector. However, first-year M.Div. Program participants are considered eligible by exception only and only with the prior approval of the director of the M.Div. Program.

- Once hired, Assistant Rectors MUST be available for training in August according to the guidelines and dates set by Residential Life. Assistant Rectors must not have any other obligations during those training dates. No exceptions will be granted. During the week prior to classes any educational obligation that is part of an academic program must have approval from the Rector.
- Note that the FOG AR start date will be mid-May so that they are present to assist with administration of the complex during the summer.
- First Aid and CPR certification
- If offered a position a federal and state background check will be administered.
- The Office of Student Affairs regards a graduate or professional student who accepts a position as Assistant Rector as making a significant commitment that may preclude acceptance of other employment within or outside the University or acceptance of major offices in campus organizations or activities. Any such plans on the part of the applicant should be disclosed on the application. Judgments in this regard are within the discretion of the Rector and Residential Life.
- Applicants for the position of Assistant Rector, who are full or part-time degree-seeking graduate or professional students, may be subject to certain University academic or financial assistance guidelines that impose ceilings on the maximum support that a student may receive or that proscribe employment. In particular, graduate students who receive financial aid beyond tuition assistance in the form of a fellowship or graduate/research assistantship should check with the Graduate School to determine whether they may also hold a position as an Assistant Rector. Such fellowships or graduate/research assistantships should be disclosed in the application.
- All applicants are encouraged to discuss their eligibility for employment with the Graduate School or their academic advisor. Other questions regarding eligibility may be directed to Residential Life at 574-631-2553.

TRAINING

Rectors work directly with their ARs to provide specific training on hall procedures, individual expectations, and responsibilities. In addition, Residential Life will provide training during Hall Staff Training in August. New ARs also must attend a session in the Spring prior to their hire date. All training sessions are MANDATORY.