WELSH FAMILY HALL

AR Role Description

PURPOSE: To assist the Rector of Welsh Family Hall in the continued development of the residential mission of the University of Notre Dame.

RESPONSIBILITIES:

1. To assist the Rector in the development of community life.
2. To participate in weekly Head Staff Meetings and staff meetings.
3. To assist with Hall council in advising and programming.
4. To commit to the development of team at both Head Staff and Hall Staff meetings.
5. To be responsible for the supervision of two Resident Assistants.
6. To focus on the development of relationships with the residents of the hall.
7. To attend training meetings for Assistant Rectors sponsored by residential life.
8. To fulfill responsibilities for duty coverage during the week and fall/spring breaks.
9. To handle emergency/discipline situations while on duty.
10. To report at Hall Staff meetings discipline issues that require decision/action.
11. To maintain open communication with the Rector.
12. To develop and maintain a professional relationship with the Resident Assistants.
13. To maintain clear and open communication between Hall Staff members.
14. To maintain confidentiality in matters concerning the residents of Welsh Family hall.
15. To assist the Rector in the completion of her administrative duties.
16. To attend and participate in the staff orientation process offered by the University.
17. To attend and participate in the in-hall staff orientation process.
18. To perform any additional activities at the discretion of the Rector.

Skills Needed:

- Ability to relate with a variety of people.
- Ability to work on a team
- Ability to deal with conflict in a mature and adult manner
- Ability to maintain appropriate boundaries
- Ability to state opinions in a respectful manner when presenting differing viewpoint
- Open to learning from the women of the residence hall
- Open to and committed to the development of leadership in self and others
- Open to own personal growth
- Mature
- Flexible
- Honest
WELSH FAMILY HALL

HOME TO:  88 freshmen, 87 sophomores, 54 juniors, 27 seniors, and a Hall Staff of 10

Hall Mascot:  Whirlwind  Hall Colors:  Blue and White

HALL COUNCIL:  President and three Vice Presidents who are responsible for hall programs. The chair of each committee is liaison between committee and Hall President.

- Spiritual Chair:
  - Liturgical Commissioner
  - Campus Ministry Commissioner
  - Service Commissioner
  - Spiritual Commissioner

- Social Chair:
  - Dance Commissioner
  - Dorm Events Commissioner
  - Big Sis/Little Sis Commissioner
  - Scrapbook Commissioner

- Special Events Chair:
  - Signature Events:  DanceFest
  - Welsh Week Commissioners
  - Junior Parent Weekend Commissioner
  - Concession Stand Commissioners
  - Spirit Week Commissioners

- Academic Chair:
  - Academic Commissioner
  - Multicultural Commissioner
  - Judicial Board
  - Environmental Commissioner
  - Website Commissioner

- Athletic Chair:
  - Athletic Commissioner
  - Sportswear Apparel Commissioner
  - Pep Rally Commissioner