Farley Assistant Rector Expectations

- Discrimination of any kind will not be tolerated.
- Head staff are the first in attendance and the last to leave. All Head Staff are willing to help do the “dirty work.”
- Full participation and attendance is required for all staff training. Hands on, minds on. The expectation is that texting, web surfing, and personal phone calls can wait during scheduled breaks unless it is an emergency of grave nature.
- This is a 24/7 identity, including breaks. Behavior that could negatively impact the authority of Head Staff or the reputation of the University is very serious and could impact employment.
- Head staff are friendly but not friends with residents and RAs. Healthy boundaries are expected. For example: it is inappropriate for an AR to go out to Karaoke or a bar with the RAs.
- The AR is expected to support and reinforce the policies of the University and those set by the Rector for Farley Hall.

Required Duties of Both Assistant Rectors

- Attend weekly supervision meetings with Rector, Weekly Head Hall Staff Meetings, and Weekly Hall Staff Meetings.
- Equal distribution between Head Staff (Rector and both ARs) of weekend and weekday duty nights from 8:00 pm-7am. Each AR will take either Spring or Fall Break duty.
- Monthly to bi-weekly supervision with Hall Staff (Resident Assistants). Spring semester only.
- Attend Liturgy in Farley on Sunday night.
- Guide and facilitate use of budget with Hall Council.
- Supervise an equal number of Hall Council Commissioners.
- Supervise the budget of RAs. 1st/2nd floors or 3rd/4th floors
- Complete room checks at Winter Break.
- Assist in closing down Farley for the summer.
Other Divided Assistant Rector Responsibilities

◆ Assist with the planning of Welcome Weekend.
◆ Event Support: Concession Stand, Farley Dances: Fall SYR and Pop Farley Formal, Las Posadas, Glee Club Christmas Party, Finals Study Snacks, RA semester event in the fall and spring, end of the year picnic.
◆ Submit and track maintenance work orders
◆ Schedule Lectors, Eucharistic Ministers, and Sacristans for Liturgy. Write the petitions for liturgy.
◆ Assist with room picks.
◆ Make sure that any hall penalties are completed.
◆ Supervise RA duty schedule.

Farley Traditions

◆ Christmas Door Decorating Contest
◆ Farley Alumni Weekend Welcome Back Party
◆ Pop Farley Section Decorating Contest
◆ Sr. Jean Sisterhood Week
◆ Pop Farley Grave Visit
◆ Palm Sunday Mass with Monk
◆ Farley Coffeehouse
◆ Hall Awards ceremonies at the end of the year
◆ We have our own halos!