The Assistant Rector at St. Edward's Hall is responsible for the following:

**Training – Development**

Attending University, as well as in-Hall, Staff Training for two weeks before classes start.

Attending monthly professional development meetings led by University housing staff. Assisting the Rector with mentoring and developing the Resident Assistants.

**Duty**

Each AR will be On Duty approximately 2.5 nights per week. Substantial flexibility in scheduling is, at times, a must.

While On Duty, the AR must be in the hall, available to be reached in case of emergency, and will ensure that the RAs are fulfilling their duty responsibilities.

Every staff member will attend weekly staff meetings, typically held Sunday evenings after mass, to discuss pertinent matters with the Rector and ensure that the Hall continues to run smoothly.

**Hall Administration**

Each AR will be responsible for overseeing certain projects or positions within the dorm. For instance, the AR responsible for overseeing the Inter hall Athletics Commissioner will ensure that the Commissioner is adequately advertising the various sports, getting the forms turned in on time, collecting the uniforms at season’s end, etc. The AR responsible for overseeing Hall Government will meet periodically with Hall Government leaders to discuss their projects and responsibilities, make sure any and all programming forms are submitted to the proper University officials, that all necessary funds for events are disbursed and accounted for, etc. Each AR will typically oversee 3-5 projects; other projects include the Hall Food Services, “Ed’s,” Hall Maintenance, RA Oversight, etc.

**Enforcement of Policies**

Each AR will be responsible for upholding the University’s policies, as well as the Hall’s internal policies. This means leading by example, and living consistent with the policies, as well as ensuring the residents behave consistent with the rules, such that the Hall community is fostered and St. Ed’s is a welcoming place to reside.

**Intangibles**

Finally, while this last section cannot be adequately described, the AR is expected to be a presence in the dorm; someone the residents can model their behavior after – socially, academically, spiritually, etc. While the AR is not expected to become peers with the residents, and must maintain proper boundaries, serving as an effective role model is an important part of the job. Being present, having an open door while On Duty, participating in and supporting Hall activities, attending mass, etc.