



## Assistant Rector Description and Expectations Zahm Hall

Zahm is one of the strongest and closest communities on the Notre Dame Campus. Easily identifiable whenever in earshot, the men of Zahm pride themselves on being brothers. They live and die as a group. They travel in packs. They are unabashedly proud of being, “by the grace of God,” in Zahm.. When the men of this hall are committed to a cause, they show up in force, whether it be to support FEAR, their hockey team, or volunteering their time at the Robinson Center. Being on the staff of Zahm largely entails the joyful work of harnessing that tremendous energy and momentum of the absolute devotion the residents of Zahm have for one another in positive directions. The staff must be willing to dive into the life and interests of our vibrant community.

The available Assistant Rector position is one that combines a few different skill sets: he must be able to handle administrative responsibilities working with our students, he must be comfortable engaging in formative conversations with our residents, and he must be enthusiastic to spend time with our students as a mentor.

The Assistant Rector will first, work with our hall employees, such as our mailmen, clerks, custodians, and mostly, with our pizza sales workers. The Assistant Rector will approve the hours worked weekly by our men, and supervise the work they do. The largest commitment of time in this regard will be working with “Za Pizza Parlor.” Student managers are hired from among our residents, who are then trained to run a small business. They recruit employees from their peers in Zahm, coordinate getting supplies, train their workers, and in the end donate the proceeds of the year to charity. The Assistant Rector will act as their chief advisor and support. Student managers will want to bounce ideas for their business off a mentor and trusted figure. Naturally there will be some bumps in the road as they take on the enterprise for the first time. Helping them to navigate the work of training employees, completing their legal paperwork for employees, and effectively running a pizza parlor will be some of your tasks.

Discipline is a part of our work as staff. Occasionally we will need to hold members of our community accountable for their actions. It is crucial that an Assistant Rector be comfortable having frank yet discreet conversations with our residents when needed. The Head Staff person on duty will typically be responsible to hold and/or attend any meetings resulting from a particular incident. Head Staff is expected to address any incidents with honesty, integrity, and pastoral sensitivity. However, Fr. Matt will reserve cases of particular sensitivity and magnitude to himself as the Rector.

Perhaps most foundational to the work of the Head Staff in Zahm is to be present to this community. Of course the Head Staff is not bound to Zahm at every moment. Each member will have outside interests and relationships which need attention and time. It is paramount, however, that each resident knows that the Head Staff holds Zahm as its priority. Head Staff is expected to be around Zahm more than the minimum requirement of duty. They are expected to participate in dorm functions, particularly ones of great importance to our community, such as dances, athletic events, and our spring Carnival. The entire staff is expected to be present at Sunday Mass, whether they are a practicing Catholic or not. All events which draw out the enthusiasm, spirit, and brotherhood of Zahm should be given attention and time. The entire staff will weekly meet on Sunday nights to discuss the life of Zahm, any concerns we have about students, and any major events forthcoming. All members of staff have something valuable to contribute and must be present at all meetings.

To learn more about Zahm’s community and traditions, please refer to Zahm’s website: [zahm.nd.edu](http://zahm.nd.edu)