



University Village Assistant Rector

Details of Position

Schedule: 12 month/live-in position - (applicant must be married or have children)

Stipend: Approximately \$11,000 annually plus a rent reduction

Administrative Responsibilities:

- Assisting the rector in the general administration of the residence facility and its programs.
- Attend staff meetings;
- Attend building representative meetings;
- Attend Office of Housing orientation, pre-service, and in-service training sessions;
- Provide duty phone coverage in the University Village Complex as needed;
- Issue violation notices when necessary;
- Write maintenance requisitions if necessary;
- Perform other duties as assigned by Rector;
- Assist with office coverage as needed;
- Enforce University policy in accordance with the University handbook, du Lac, and the Village handbook, du Marais;
- Assist Rose Exterminator with rounds on a monthly basis (both community centers, one Cripe St building and six Village buildings on the fourth Friday afternoon of each month).
- Work with staff and the maintenance coordinator in the preparation of apartments during the move-in and move-out process for student families. This includes giving tours to prospective students, completing move-in procedure with new residents, and providing maintenance assessments of vacant apartments;
- Create and distribute monthly newsletter to all residents; and
- Update and Maintain University Village Complex web site.
- Organize annual Village concession stand and manage Village furniture rental program

Leadership Responsibilities:

- Be available for consultation with Village residents by phone, visit, and/or email;
- Play a significant role in enhancing the community of the Village through example, actions and participation in the lives of its residents;
- Serve as a community presence with all Village and Cripe Street residents;
- Work with staff to maintain an atmosphere of friendly community living;
- Build community by connecting residents to each other and involving them in the life of the Village;
- Show an active interest in student families 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;
- Meet with Village committees and provide support as needed;
- Show leadership through personal example.

Programming Responsibilities:

- Help coordinate community events (in collaboration with the rest of hall staff);
- Participate in University Village Complex orientation for new residents;
- Actively participate in Village events;
- Assist with the spiritual life of the community as needed;
- Oversee all social and non-social hall programming funds.

To Apply:

- Current Village Residents should apply when the position is posted at the Village via the internal Village application process
- Non-Village residents should complete the standard AR application provided by the Office of Student Affairs.
- Village residential staff positions are filled on a different timeline than other residential staff positions on campus. They will be filled later than positions in the undergraduate halls.

Contact: Nathan Elliot - Rector, nelliot1@nd.edu, 1-9145



On-Campus Student Family Housing

- University Village offers 2-bedroom and 4-bedroom apartments
- Cripe Street offers single-bedroom apartments

For more information on pricing or contracts please call the Office of Housing at (574) 631-5878 or visit the web site at www.nd.edu/~unduv

UNIVERSITY VILLAGE OFFERS.....

SECURITY AND CONVENIENCE OF ON-CAMPUS LOCATION

All apartment building have a main entrance with an intercom system. The outside door automatically locks in the evening and unlocks in the early morning. Routine patrols are made through the neighborhood by Notre Dame Security Police.

COMMUNITY RESOURCES

The Village community offers a wide range of support. There are co-op exchanges for clothing, books, and household items. Campus Ministry and University Village staff are available to support students and their families as well as link them to resources in the larger South Bend community.

BEICHNER COMMUNITY CENTER

The Beichner Community Center is a place of enjoyment for the families of University Village and Cripe Street Apartments. It is available for community events and private gatherings. Sunday Mass is celebrated every week and staff organized programming is offered regularly. The community center amenities include a full service kitchen, dining room that seats 12, lounge area with cable T.V., magazine and newspaper subscriptions, toy and playroom for children, large main room , chapel, piano room, quiet study room and B.B.Q. patio.



LARGE ENCLOSED PLAYGROUND

Our fenced playground offers fun and security for kids, with a wide selection of playground equipment for all ages. We have a large open area with plenty of space for kids to run around.

COMMUNITY GARDEN

The Community Garden is conveniently located south of the Beichner Community Center. Some residents use their garden plots to grow fruits and vegetables for food, while others grow flowers.



TRANSPORTATION BY TRANSPO



“The Sweep”, as it is commonly known, passes through the Village at scheduled times and is free to Village residents and their families. The shuttle provides service Monday through Saturday, every 35 minutes, August through June, between Notre Dame, Saint Mary’s College and University Village. The trolley provides stops at Notre Dame’s Early Childhood Development Center (E.C.D.C.) and coordinates with other buses to go downtown and to other local areas.

ACCESS TO RESNET HIGH SPEED INTERNET

Resnet high speed internet and wireless internet are included in the price of rent. The Beichner Community Center is also equipped with wireless internet access as well as jacks in each room.

