

Pasquerilla East Hall – Assistant Rector Fact Sheet

Fast Facts:

- Six sections of about 40 women each: 240 residents
- Est.1981, PE is a “cinderblock palace” that will be lovingly renovated in the summer of 2017
- AR apartments are equipped with a private bath and bedroom, a modest kitchenette, and a sizeable living space.
- 2015-2016 Hall of the Year
- Hiring: One Assistant Rector for 2017-2018 Academic Year

What makes PE *different*?

In 2017-2018 we want to intentionally move away from a “program-based” model to a relationship and discipleship-building model. Programs don’t build community : people in relationship build community. This means that our success is measured by the quality and quantity of our relationships, and our programs are measured by how well they served our relationship goals. A large part of your work will be with individual or small groups of students. You will be empowering students to become self-sufficient leaders who are equipped to “hand down” their positions by mentoring their replacements. While this is much more exciting than simple event planning and programming, it’s also much harder.

We know this is ridiculously ambitious, but we are excited to give it a try!

The Assistant Rectors of Pasquerilla East Hall will:

Administrate

- Assist with office, building-readiness, and administrative tasks during move-in and move-out
- Submit maintenance requests for residential floors as they arise
- Check in with Hall Treasurer and clerks (accountability for cash handling and hours worked)
- Create incident reports and follow up on disciplinary issues
- File monthly reports for University credit card

Educate

- Help students integrate academic knowledge and ideas with everyday life
- Challenge student and staff assumptions and promote charitable, complex discussions
- Model and enforce University policies
- Embody healthy academic, professional, physical and spiritual balance (and boundaries)
- Model and invite others to a life of mature Christian discipleship

Develop Leaders

- Mentor and empower Hall President and Vice President
- Facilitate leadership development of commissioners and student leaders (split between ARs)
- Keep students accountable for timely planning and coordination (SAO requests, shopping)
- Oversee procurement of commission and event supplies (student led)

“Education is the art of helping young people to completeness. For the Christian, this means education is helping a young person to be more like Christ, the model of all Christians.” - Blessed Basil Moreau

Form Disciples

- Assist commissioners and Rector with liturgy and music coordination (may sometimes be called to set up Mass, be a liturgical minister, etc.)
- Assist with event development and mentoring student leaders in PE's Freshman Fáilte program
- Provide mentoring and personal support to Resident Assistants
- Know all students by name and consciously form relationships of service and discipleship with them.

Your Staff Commitments:

- Attend Hall Staff training and required professional development sessions
- Participate fully in weekly meetings of head staff as well as all staff
- Attend hall Sunday Mass (8:30pm) or lead alternate spiritual programs (if not Catholic)
- Weekly "family dinner"
- Occasionally host staff dinner or plan staff bonding events
- Take charge of dorm and residents during duty nights: respond to any emergencies
- Split break duty with other head staff members
- Participate in staff hiring process, RA interviews
- Staff all dances and room picks (spring semester)
- Put in an appearance at community-building events and/ or signature events you do not personally supervise (Spirit Week, Junior Parent's Weekend)
- Return one day early from Winter Break for hall staff retreat (Saturday before move-in)

When is Duty?

ARs take, on average, one week night and one 'weekend' (Th-Sat) night of duty per week (infrequently, Sundays may also be requested by the Rector). During days when the Rector is absent from campus, ARs will be asked to hold the emergency phone and respond to any emergent needs until the Rector's return.

