Resident Assistant Responsibilities
Pasquerilla West Hall
PW Life

General Duties and Expectations

- Openness, dialogue, communication, compassion, justice, and knowledge are in creative tension with RAs on Hall Staff as they are “in the trenches” of each section where we minister by PRESENCE to our girls’ needs as role models.
- We are expected to be responsible, respectful, and present as we balance our responsibilities to academics, the dorm, other clubs, etc. Being present doesn’t just mean being in the dorm. It means being actively engaged with and available to the girls when you’re around.
- Tasks are important but growing in understanding of right relationships with God and neighbor are part of our working together as a team and this is paramount.
- Sharing your story is critical to the Hall Staff and caring for one another is key.
- Responsibilities include: duty from 8:00 pm until 12:00 am from Sunday to Thursday and 8:00 pm to 2:00 am on Friday and Saturday.
- Notifying head staff of alcohol incidents is required.
- Rector and Assistant Rector Directives are accomplished ASAP.
- Plan and accomplish at least one section event a month.
- Seek out and speak with every resident in your section at least once a week.
- RA on duty may hold an event as long as they are available to the residents at large and are faithful to their rounds.
- Presence at weekly Hall Council occasionally.
- ENFORCE both respectful and quiet hours.
- RAs cannot drink with undergraduates who are under the age of 21.
- RAs cannot get intoxicated during the academic year of service.
- Attend dorm events and interhall sporting events; attend PW masses and all major dorm events (dances, Queen Week, concession stand). In
addition to attendance, hall staff will help with planning, set-up, clean-up, logistics, and supervision.

**Assistant Rector Responsibilities**

**Pasquerilla West Hall**

**PW Life**

**Population:** 258  
**Founded in:** 1981  
**Motto:** Peace, Love, P-Dub  
**Brother Dorm:** Siegfried Ramblers  
**Sister Dorm:** Pasquerilla East (PE) Pyros  
**Amenities:** AC, elevator, laundry room (no St. Michael's for ARs), and gym  
**Mascot:** Purple Weasel  
**Signature Event:** TBD

**Signature / Spirit Week:** Queen Week in February. Different themes we have had: decades, eras, vacation destinations, board games, etc. Fun activities: Ice Cream Eating Contest, the Roommate Game, Scavenger Hunt, Trivia, Decorating, Dorm Dance

**Mod Quad Signature Event:** Drip ‘n’ Dodge – a paint dodgeball tournament sponsored by PW, PE, Knott, and Siegfried  
**Volunteering and Service / Charity:** Stuff-a-bus, Halloween goody bags for kids at Memorial Hospital, Operation Beautiful, Center for the Homeless, etc. James Karaffa Business Academy; collecting winter clothing to donate; volunteering at South Bend Food Bank

**General Duties and Expectations**

- Openness to dialogue and to communication is key.
- Compassion and justice are constantly in a creative tension.
- Read and know duLac.
- Head Staff share responsibilities: duty every third night; schedules adjusted according to personal needs; pastoral in response to girls’ needs.
- Duty runs from **8:00 pm to 12:00 pm** from Sunday to Thursday and **8:00 pm to 2:00 am** on Friday and Saturday.
- Each AR is assigned three RAs to oversee and to meet with throughout the year.
- ARs work with Hall Council Commissioners: one attends weekly meetings and the other assumes Liturgical Commissioner responsibilities for all dorm Masses.
- ARs apply for funding for all social and educational dorm events corresponding to their commissions.
- ARs also facilitate Hall Staff Meetings.
- The ARs hold frequent ABC nights – ARs, breadsticks, and Cinema – to meet residents, have breadsticks, and watch movies or have conversations.
- Attend dorm events and interhall sporting events, come to PW masses and all major dorm events (dances, Queen Week, concession stand). In addition to attendance, hall staff will help with planning, set-up, clean-up, logistics, and supervision.
- Be present. It doesn’t just mean being in the dorm. It means being actively engaged with and available for the girls when you’re around.
- ARs are role models in the dorm. We are expected to be responsible, respectful, and present with an open door policy. Part of being a role model is balancing your responsibilities to academics, the dorm, other clubs, etc. The girls need to see that a healthy balance is possible and that there is still room for some care and concern for them.