Thank you for considering the Assistant Rector Position in Cavanaugh Hall! ARs play an important role in the community at large but also in the individual lives of our students. ARs foster the growth and development of our students as they seek to become empowered and authentic women. ARs serve with me, they develop new skills, grow as leaders, and use their gifts to make Cavanaugh better!

Feel free to email me at lauren.donahue@nd.edu if you have any questions.
**Potential AR Responsibilities**

- Assist the Rector in facilitating the growth and development of the residents of Cavanaugh
- Communicate regularly and professionally with the Rector, including weekly meetings as a head staff
- Participate in staff meetings and staff development
- Mentor 3-4 RAs
- Organize team development and formation
- Get to know the women of the hall and be present to building community
- Serve the community on duty (as detailed below)
- Attend Mass Sunday night with the community
- Advise Hall Council and attend weekly council meetings
- Oversee the execution of large hall events and frequent hall programming
- Coordinate hall liturgies: Sunday, Monday, Wednesday
- Advise Spiritual Life Council and attend weekly council meetings
- Organize annual spring retreat
- Respond to emergencies
- Hold formative conversations with residents
- Participate in disciplinary procedures

**Duty in Cavanaugh**

- Each head staff member (Rector/ARs) have one consistent weeknight duty for the semester: Mon. Tues. Wed.
- For weekends, we have a flexible scheduling process where each head staff member will take one weekend duty each week (Thur. Fri. Sat.) and the schedule will change weekly to accommodate all schedules.
- Finally, the Rector takes every Sunday duty
- Break duty will be split evenly between all head staff members depending upon all schedules.
- Each AR is expected to carry the emergency on-call phone once a week during a Rector's designated day off