**Rector**

**Job Description**

The Rector serves as the primary pastoral leader, chief administrator, community builder and University resource for 29 single-sex undergraduate halls and two coed graduate facilities. The Rector has a unique responsibility to foster Christian community within the residential communities, inspired by the Congregation of Holy Cross tradition. This position is responsible for the well-being and development of all residents, including members of Hall Staff, and assists students in the integration of intellectual, emotional, social and spiritual formation. The current Rector cohort includes priests and women of the Congregation of Holy Cross, women and men from other religious orders, and single and married lay women and men. The Rector position is a live-in, full time position, which is 10 months in the undergraduate halls and 12 months in the graduate facilities (with new Rectors arriving early for orientation and training). The position offers full-time benefits, including a retirement plan, a furnished apartment and a meal plan.

The Rector role can be categorized in four main areas:

**PASTORAL LEADER:**
- Serve as active and visible witness of a committed Christian life
- Ensure opportunities for vibrant Catholic worship
- Plan events in observance of the Church’s liturgical calendar
- Collaborate with University partners to design opportunities to integrate faith
- Establish a “ministry of presence”
- Reach out to residents, especially marginalized or vulnerable students
- Meet 1:1 with first year students and students planning to study abroad
- Mediate conflict resolution among residents and with parents
- Provide pastoral care and counseling
- Employ crisis management with students of concern and document
- Collaborate with the student affairs professionals, faculty, staff and parents
- Implement discipline consistent with University community standards and document

**CHIEF ADMINISTRATOR:**
- Attend regular meetings for ongoing supervision and professional development
- Collaborate with the Office of Housing to accomplish essential administrative tasks
- Recruit, serve as hiring/firing manager, train and develop residential staff
- Participate in the annual Hall Staff Orientation and Training
- Design hall specific orientation and training for Hall Staff
- Coach, mentor and supervise Hall Staff
- Serve in a rotation of three Head Staff on duty per residential community
- Create policies and procedures for the residential community
- Oversee stewardship of finances
- Collaborate on repair/maintenance of the facility and document
- Write letters of recommendations for residents

**COMMUNITY BUILDER:**
- Provide opportunities for Hall Staff team bonding/relationship building
- Conduct regular town hall meetings
- Establish expectations/opportunities for RAs to conduct regular section meetings
- Create opportunities for the Rector to interact informally on a regular basis with residents
- Know all residents by name
- Develop an in-house orientation program to welcome new students
- Reach out in intentional ways to students disconnected from the community
- Create opportunities to highlight and celebrate the diversity of the residents
- Support the development of signature events unique to each community
- Design programming aimed at integrated development
- Collaborate with Priest-in-Residence and/or Faculty-in-Residence
- Attend community programs and University events in which residents participate

UNIVERSITY RESOURCE:
- Serve as the liaison for faculty, staff and parents
- Acquire and enhance understanding of University structure and resources
- Communicate information and make referrals for residents as needed
- Work in partnership with the Office of Housing to accomplish the work of Residential Life
- Collaborate with Student Affairs departments and critical University partners
- Share information with the Deputy Title IX Coordinator and CARE Team as needed
- Accumulate data and compile reports
- Serve as a member of annual task groups or on University committees
- Engage voluntary and/or paid second appointments

**Minimum Qualifications**
- Master’s degree in Theology, Higher Education, Counseling or a related field
- At least three years of experience in a related field such as pastoral ministry, education, student personnel or counseling

**Preferred Qualifications**
- Understanding of the structure, mission, and values of institutions of Catholic higher education
- Demonstrated ability to work collaboratively in higher education with faculty, staff and students
- Knowledge of student life issues
- Supervisory experience, particularly training and coordinating volunteers
- Effective interpersonal skills, including a willingness to create a welcoming environment for all people
- Ability to design, coordinate, implement and evaluate programs with and for students
- Ability to manage complex situations and multiple responsibilities simultaneously, mixing long-term projects with urgent or immediate demands
- Capacity to manage stress and maintain personal and emotional stability in a demanding work environment
- Strong communication skills, both written and oral, with a facility for public speaking
- Strong organizational skills, with a demonstrated attention to detail
- Competent with technology (MS Office Suite, including Word, Excel, Outlook) and ability to learn new systems

**Special Instructions to Applicants**
Please submit 3 professional references when attaching your cover letter and resume.

**Department**
Residence Halls Staff (17025)

**Department Website**
rector.nd.edu

**Family / Sub-Family**
Student Svcs / Housing/Res Life

**Career Stream/Level**
EIC 2 Professional
The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer, and is committed to building a culturally diverse workplace. We strongly encourage applications from female and minority candidates and others that will enhance our community. Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and requires affirmative action by covered contractors to employ and advance veterans and qualified individuals with disabilities in compliance with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a).
Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Are you a regular full or part-time employee of the University of Notre Dame?
   • Yes
   • No
2. * Do you have a master's degree (or higher)?
   • Yes
   • No
3. * Do you have previous experience working in Catholic higher education or for a non-profit agency?
   • No Response
   • Yes
   • No
4. * Do you have a minimum of three years' experience in a related field such as pastoral ministry, education, student personnel, or counseling?
   • No response
   • Yes
   • No

Documents Needed to Apply

**Required Documents**
1. Resume/Curriculum Vitae
2. Cover Letter/Letter of Application
3. Other 1

**Optional Documents**