

Job title: Assistant Rector (London)

Job Description

The University of Notre Dame (USA) in England (UNDE) seeks an Assistant Rector to focus on enhancing the quality of life for students in the Conway Hall Residence by fostering community, providing support, and being attentive to the safety and security of residents.

Student Development, Resource and Education

The Assistant Rector will, in collaboration with the Rector and other Assistant Rector, assist in the development of community life. The Assistant Rector connects residents to opportunities and resources available to them. The Assistant Rector must also be prepared to refer students with illness or in need of mental health care.

Pastoral

The Assistant Rector must be prepared to support the Catholic Mission and Catholic identity of the University of Notre Dame in all aspects. The Assistant Rector may be called upon to work with students in coordinating liturgies/mass, prayer services, retreats and other programs to enhance the faith life of the community. The Assistant Rector is expected to be an integral part of the staff team and participate in work that supports the development of inclusive and safe communities.

Student event planning and supervision

The Assistant Rector will support the Rector and the Director of Student Affairs in the planning of student events in line with the mission of the institution, with duties including but not limited to: liaising with venue sites, coordinating event marketing, planning and supervising events both at Conway Hall and off-site.

Policy enforcement/Safety

The Assistant Rector is attentive to resident safety and hall security. The Assistant Rector ensures students follow University and housing policies, including du Lac, A Guide to Student Life as well as the London du Lac Supplement. The Assistant Rector will be responsible for enforcing policies and community standards within the Conway Hall Community.

Emergency Response

The Assistant Rector is a primary responder to emergencies within Conway Hall. While the Assistant Rector will have designated duty and on call times, he/she is expected to assist with student emergencies as they arise. The Assistant Rector agrees to be certified in First Aid/CPR. UNDE will cover any expenses associated with the cost of this training.

Administrative Tasks

The Assistant Rector will complete administrative work as required by the Rector and the Director of Student Affairs, including learning and using the University of Notre Dame Maxient System through the Office of Community Standards, which records and logs the process of community standards violations. This will also include diligence in reporting any maintenance or building issues to the appropriate persons.

Professionalism

It is crucial that an individual be able to relate well to others, including maintaining cordial, respectful, and understanding attitudes towards students. The Assistant Rector is an important link in creating an environment in which students develop independence and learn to live cooperatively with others.

The role requires various kinds of interactions and responsibilities, in the undertaking of which, a high standard of professionalism and propriety is expected of Assistant Rectors.

Hours of Work

The Assistant Rector will work an average of 30 hours per week and 27 on-call hours. This will include 3 evenings of duty per week (from 7pm-12am), and 3 evenings of on-call hours from (12am-9am). During on-call hours the Assistant Rector must be reachable by phone at all times.

The Assistant Rector is required to live in on-site accommodation provided for these purposes by the University of Notre Dame (USA) in England (UNDE).

In addition, the Assistant Rector may be called on to plan and accompany students on weekend day trips or academic field trips. Whenever you are required to travel on University business away from your normal place of work, appropriate and approved expenses will be paid for such travel.

Minimum qualifications:

- Bachelor's degree (required)
- Legal authorization to work in the UK is required.
- Skills in basic IT (MS Office, Google Suite, etc.)
- Ability and willingness to work outside of normal office hours when required
- Ability to prioritise, work well under pressure, and adapt to new situations
- Strong interpersonal and intercultural communication skills, and ability to build strong, collaborative relationships.

Preferred qualifications:

- Interest/experience in international higher education
- Previous experience in student residential life & pastoral support

Salary: upto £21,000 annual salary plus on-site accommodation

Job type: Full time

How to apply:

Closing date: 26th March 2023

If you require further information regarding the post or application process, please contact Daliah Bond, Director of Student Affairs, at: dbond1@nd.edu.