

**Job title:** Summer Assistant Rector (London)

### **Job Description**

The University of Notre Dame (USA) in England (UNDE) seeks a Summer 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 Summer Assistant Rector will, in collaboration with the Rector and Assistant Rectors, assist in the development of community life. 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 is expected to be an integral part of the staff team and participate in work that supports the development of inclusive and safe communities.

### **Policy Enforcement/Safety**

The Assistant Rector is attentive to resident safety and hall security. 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 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.

### **Hours of Work**

The Assistant Rector will work an average of 15 hours per week followed by 18 on-call hours. This will include 2 evenings of duty per week (from 7 pm-12 am), and 2 evenings of on-call hours from (12 am-9 am). 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, approved expenses will be paid for such travel.

### **Minimum qualifications:**

- Bachelor's degree (required)
- Legal authorisation 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:** £1000 per month plus free on-site accommodation

**Job type:** Full time

**Dates:** 13 May - 2 August

**How to apply:**

**Closing date:** 29 March 2024

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