The Summer Assistant is a Notre Dame graduate student enrolled in a degree-seeking program who serves at Fischer, O’Hara-Grace Graduate Residences (FOG) and lives in the complex with their fellow students. The Summer Assistant assists the Rector in general administration and works with other FOG Staff to ensure smooth administration of the complex and welcome new residents. The exact responsibilities of the Summer Assistant will vary to take full advantage of the skills and interests of each head staff member; however, each Assistant Rector is called to be a professional, minister, educator, and administrator. The role may include but is not limited to:

**Professional:** The Summer Assistant is a representative of the University and may be required to:
- Attend FOG Staff meetings
- Participate in on call duty rotation
- Participate in FOG Staff training
- Be prepared to assume the duties of the Rector in circumstances when the Rector will be absent from FOG

**Minister:** The Summer Assistant is a role model in all aspects of their life including living an integrated spiritual life. Activities may include:
- Presence- being available in the community on nights other than duty night and showing an active interest in FOG residents by being available to them and knowing them well enough to be able to provide direct assistance, or appropriate referral, to various areas including, but not limited to: academic, spiritual, social and personal issues;
- Play a significant role in enhancing the FOG community through example, actions and participation in the lives of its residents
- Be available for consultation with FOG residents by phone, visit, and/or email
- Welcoming New Residents
- Organizing or attending summer socials and other programming

**Educator:** Learning happens outside the classroom and Summer Assistants aid in this process by:
- Modeling and living by the University’s policies
- Participating in FOG orientation for new residents
- Actively participating in FOG events
- Working closely with residents in the community to plan summer events

**Administrator:** Completing paperwork and working with other University departments including:
- Submitting work orders for repairs or requesting maintenance
- Completing programming proposals, funding, and evaluations
- Completing Incident Reports for disruptive behavior
- Assisting with housing processes, such as check in, check out, room picks, etc.
- Assisting the rector in the general administration of the residence facility and its programs
- Assisting with FOG office coverage as needed
• Assisting Rose Exterminator with rounds (Oct-April) on a monthly basis (both community centers, certain sections of apartment buildings each month, schedule to be determined according to Rose Exterminators schedule and availability of responsible AR)
• Working with staff and the maintenance coordinator in the preparation of apartments during the move-in and move-out process. This includes giving tours to prospective students, completing move-in procedures with new residents, and providing maintenance assessments of vacant and partially occupied apartments;
• Updating and maintaining the FOG website, Google Group and any other communication mechanisms
• Assisting with managing FOG community property and community centers
• Overseeing all social and educational hall programming funds.

SALARY & BENEFITS
• This position is for May 13th-August 22nd. Time away from the complex is determined in consultation with the Rector to ensure on-call coverage and effective administration of the complex. The stipend is approximately $200/wk.
• Room and Board: Summer Assistants are provided with a furnished apartment room.

ELIGIBILITY REQUIREMENTS
• Applicants for the position of Summer Assistant, who are full or part-time degree-seeking graduate or professional students, may be subject to certain University academic or financial assistance guidelines that impose ceilings on the maximum support that a student may receive or that proscribe employment. In particular, graduate students who receive financial aid beyond tuition assistance in the form of a fellowship or graduate/research assistantship should check with the Graduate School to determine whether they may also hold a position as a Summer Assistant. Such fellowships or graduate/research assistantships should be disclosed in the application.
• All applicants are encouraged to discuss their eligibility for employment with the Graduate School or their academic advisor. Other questions regarding eligibility may be directed to the FOG Office at 574-631-8607.

APPLICATIONS
• Applications submitted by Monday, March 28th by 12 PM (noon) will receive priority
• Detailed Job Description and Application link available on FOG.ND.EDU website or in the FOG Weekly email sent March 12th.
• Non-US citizen applicants must have appropriate United States work visa.

TRAINING

Training Sessions will be scheduled in late April or early May. One or two sessions 1 hour each are expected to be scheduled.