



## Department of Residence Life

### Student Staff Member – Commitment Calendar AY 2017-2018

The purpose of this calendar is to help you plan for campus and department activities throughout your year on staff. The Director of Residence Life may, at any point, require the residence life staff to handle other tasks during campus activities that affect the residence halls or tasks that deal with emergency situations. It is strongly advised that you check with you supervisor upon accepting your position and throughout your employment before making all domestic and international flight reservations as all staff are required to attend all training sessions and we are required to have duty coverage during breaks.

**\*\*Your term of appointment is from August 2017 semester until May 2018.**

Day	Date	Time	Commitment Affects	What
Sunday	April 9, 2017	2p-6p	All Residence Life staff	April Orientation
Friday & Saturday	August 4-5, 2017	by appt. with HD	All student staff	Move-In to assignments (if available)
Friday	August 4, 2017	by 1p	All new student staff	Must be moved into assignment
Saturday	August 5, 2017	by 6p	All returning student staff	Must be moved into assignment
Saturday	August 5, 2017	6p	All Residence Life staff	Fall Student Staff Training Begins
Sunday through Sunday	August 6 – August 20, 2017	All Day	All Residence Life staff	Fall Student Staff Training & Fall Opening Week ( <b>SSMs must be available during this period</b> )
Saturday & Sunday	December 16-17, 2016	8a-8p	All Residence Halls	Fall Closing
Thursday	January 4, 2018	6p	All student staff	Return from Break
Friday & Saturday	January 5-6, 2018	All Day	All Residence Life staff	Spring Student Staff Training ( <b>SSMs must be available during this period</b> )
Friday & Saturday	May 5-6, 2018	8p-6p	All Residence halls	Spring Closing
Monday	May 7, 2018	5p	All student staff	Employment term ends with HD approval to leave

The department is required to staff all occupied buildings so staff should not make plans to leave campus during any time when the Institute is closed, and weekends, without permission with their supervisor. Each week a staff member has certain requirements that they are expected to attend: a staff meeting on Monday evenings between 7p-11p, a weekly or bi-weekly meeting with their supervisor depending on the area and each area has a Hall Council which will meet in the evenings from Sunday-Thursday which a supervisor may require staff to attend.

**\*\*The earliest a staff member is eligible to leave at the end of a term is no earlier than 72 hours after graduation or with their supervisor’s permission.**