



Department of Residence Life

Student Staff Member – Summer Commitment Calendar AY 2018

The purpose of this calendar is to help you plan for campus and department activities throughout the summer. The Director of Residence Life may, 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 your 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.

Summer employment is from May 6, 2018 through August 5, 2018.

Day	Date	Time	Commitment Affects	What
Sunday	May 6 & 7, 2018		All summer student staff move in and break duty starts	Check-In with Summer supervisor to confirm move-in specifics
Saturday	May 12, 2018	10a	All summer student staff	Return from break if not on duty
Saturday	May 12, 2018	1p-5p	All summer student staff and their supervisors	Summer Student Staff Training Lead in area by HD/AM teams
Sunday	May 13, 2017		All summer student staff and their supervisors	Assist with Summer Opening
Monday	May 14, 2018		Georgia Tech	First Day of Classes for Short Summer
Friday	June 15, 2018		Georgia Tech	Last Day of Early Short Session
Thurs to Saturday	June 8th June 10, 2018		Summer PLs and Challenge staff	Staff move to late summer assignments
Monday & Tuesday	June 12-13, 2018		All FE summer student staff and their supervisors	Summer Freshman Experience Move-In
Saturday	TBA		All Challenge student staff and their supervisors	Summer Challenge Move-In
Wednesday	June 20, 2018		Georgia Tech	First Day of Classes for Late Short Summer
Monday	July 3 and 4		Georgia Tech	Official School Holiday no class 3rd (Independence Day - campus closed 4th
Wednesday	July 25, 2018		Georgia Tech	Last Day of Classes for Late Short Summer
Friday	TBA		All Challenge student staff and their supervisors	Summer Challenge Move-Out
Thursday - Thursday	July 26- August 2 2018		Georgia Tech	Final Exams
Saturday	August 4, 2018		Georgia Tech	End of Summer Terms
Saturday	August 4, 2018		All summer student staff	Closing & Transition Day

The department is required to staff all occupied buildings. Please do 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, 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 summer is no earlier than 72 hours after graduation or with their supervisor's written permission.