



**Department of Residence Life**

**Student Staff Member – Summer Commitment Calendar AY 2017**

The purpose of this calendar is to help you plan for campus and department activities throughout your summer 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 May 2017 semester until August 2017.

Day	Date	Time	Commitment Affects	What
<b>Sunday</b>	May 7, 2017		All summer student staff	Check-In with Summer supervisor to confirm move-in specifics
<b>Saturday</b>	May 13, 2017	10a	All summer student staff	Report for Summer
<b>Saturday</b>	May 13, 2017	1p-5p	All summer student staff and their supervisors	Summer Student Staff Training
<b>Sunday</b>	May 14, 2017	All Day	All summer student staff and their supervisors	Summer Opening
<b>Monday</b>	May 15, 2017		Georgia Tech	First Day of Classes for Short Summer
<b>Friday</b>	June 16, 2017		Georgia Tech	Last Day of Short Session
<b>Monday &amp; Tuesday</b>	June 19-20, 2017		Georgia Tech	Final Exams
<b>Monday &amp; Tuesday</b>	June 19-20, 2017		All FE summer student staff and their supervisors	Summer Freshman Experience Move-In
<b>Saturday</b>	June 23, 2017		All Challenge student staff and their supervisors	Summer Challenge Move-In
<b>Wednesday</b>	June 21, 2017		Georgia Tech	First Day of Classes for Late Short Summer
<b>Monday</b>	July 3, 2017	All Day	Georgia Tech	Official School Holiday (Independence Day)
<b>Wednesday</b>	July 26, 2017		Georgia Tech	Last Day of Classes for Late Short Summer
<b>Friday</b>	July 28, 2017		All Challenge student staff and their supervisors	Summer Challenge Move-Out
<b>Thursday - Thursday</b>	July 27 – August 3, 2017		Georgia Tech	Final Exams
<b>Saturday</b>	August 5, 2017		Georgia Tech	End of Term
<b>Saturday</b>	August 5, 2017		All summer student staff	Closing & Transition Day

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, 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.