



RESIDENT ASSISTANT COMMITMENT CALENDAR SUMMER 2023

The purpose of the commitment calendar is to help Resident Assistants plan for campus and department activities throughout summer. The Director of Residence Life may require staff to address other tasks during campus activities that affect the residence halls or during emergency situations.

The department is required to staff all occupied buildings. RAs should not make plans to leave campus during institute closures and on weekends without permission from their supervisor. Each week, an RA has certain responsibilities they are expected to maintain and attend. This includes staff meetings, 1:1 meetings, hall council, etc.

RAs are required to attend all training sessions. Additionally, residence halls are required to have duty coverage during campus breaks and campus closures. It is required that you check with your supervisor upon accepting the position, and throughout your employment, before making all flight reservations.

Your term of appointment is from May 8, 2023 to August 5, 2023

Employment is contingent on meeting expectations, attendance at departmental trainings, and remaining in good standing with the department and the Institute.

COMMITMENT DATES

RAs may move into their Fall assignments after 5 PM on May 8th or 9th Depending on space availability. You should work out your move date with your supervisor. It may be possible to move as early as the 7th if room is cleaned and available yet.

Summer RA training Thursday, May 11, 2023, noon

All RAs must be present for Summer RA Training including all staff meetings, human resource sessions, resource fair, and training sessions. You will receive an email from your supervisors in April about the date, time and location of their training. If you are a new employee you will need to go to HR on that Friday May 12 with your original documents.

Summer staff should be available for move in help

May 12 Full/Early Summer Move-In and Transition to Summer Assignment

June 20 Late Short Summer Move-In - Returning Students

June 16 iGniTe Pre-Move-In (baggage drop only)

June 20 iGniTe and Late Short Summer Move-In

June 24 Challenge Program Move-in

July 10 FYSA Summer Move-In * staff chosen to work in Folk with the FYSA students will also need to move from WDFN to Folk when the residents move-in in July.

August 5 Move-out or transition August 7-8 to fall assignment if available

Employment Term ends at 5 PM Aug 5, but RAs should remain to assist their HD with closing and transition of their community. RAs may leave beginning on August 5 at 6 PM or August 6 at 1 PM with supervisory approval. Continuing RAs will need to also attend Fall Training meetings with their Fall 2023 – 2024 teams.

Paid duty opportunities: May 8-May 11, May 26-May 29, June 16-19, July 4, August 4-6 , 2023

Remuneration for summer is the \$1000 stipend for undergraduate RAs, a MP of \$500.00 dining dollars for all RAs, the balance of which will be reclaimed by the department on August 4, 2023 and the standard rent exemption for your on campus housing expense.

**Dates may changes based on the Institute Calendar. RAs should check with their supervisor regarding these commitments. Last Updated: 3/7/2023*