



## RESIDENT ASSISTANT COMMITMENT CALENDAR SUMMER 2024

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 10, 2024 to August 3, 2024. 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 6<sup>th</sup> or 7<sup>th</sup>. Depending on space availability. You should work out your move date with your supervisor. It may be possible to move as early as the 6<sup>th</sup> if room is cleaned and available.

### Summer RA training Thursday, May 9th, 2024, 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 10<sup>th</sup> with your original documents.

### Summer staff should be available for move in help

May 10 Full/Early Summer Move-In and Transition to Summer Assignment

June 21 Late Short Summer Move-In - Returning Students

June 20-21 iGniTe Pre-Move-In (baggage drop only)

June 22 iGniTe and Late Short Summer Move-In

June 22 Challenge Program Move-in

July 8 FYSA Summer Move-In \* staff chosen to work with the FYSA students will also need to move from their early summer assignment to the FYSA building when the residents move-in in July.

### August 2 Move-out or transition August 5-6 to fall assignment if available

Employment Term ends at 5 PM Aug 3, but RAs should remain to assist their HD with closing and transition of their community. RAs may leave beginning on August 5<sup>th</sup> at 6 PM or August 6<sup>th</sup> at 1 PM with supervisory approval. Continuing RAs will need to also attend Fall Training meetings with their Fall 2024-2025 teams Aug 3-9<sup>th</sup>.

### Paid duty opportunities: May 7-May 10, May 25-May 27, June 19, July 4, August 2-4, 2024

Remuneration for summer is the \$1000 stipend for undergraduate RAs, a Meal Plan of \$500.00 dining dollars for all RAs, and the standard rent exemption for your on-campus housing expense.

*\*Dates may change based on the Institute Calendar. RAs should check with their supervisor regarding these commitments.*

*Last Updated: 2/2024*