



Department of Residence Life

Student Staff Member – Summer Commitment Calendar AY 2020

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

It is required that you check with your supervisor upon accepting your position, and throughout your employment, before making all domestic and international flight reservations. Staff are required to attend all training sessions. Additionally, residence halls are required to have duty coverage during campus breaks and campus closures (e.g. weather-related emergencies, etc.).

Your term of appointment is from May 2020 until August 2020. This appointment is for the summer term only. Note: employment is contingent on meeting expectations, attendance at departmental trainings, and positive performance reviews each term. **Summer employment is from May 3, 2020 through August 2, 2020.**

Day	Date	Time	Commitment Affects	What
Sat & Sun	May 2 & 3, 2020	Pick up key by 5 pm	Summer student staff move in and break duty starts	Check-In with Summer supervisor to confirm move-in specifics
Friday	May 8, 2020	10am	All summer student staff	Return from break if not on duty
Saturday	May 9, 2020	1pm to 5pm	All summer student staff and their supervisors	Summer Staff Training By HD/AM Teams
Sunday	May 10, 2020	Hours vary by community.	All summer student staff and their supervisors	Assist with Summer Opening
Friday	July 3, 2020	All day	Georgia Tech	Official School Holiday Independence Day – campus closed July 3, 2020
Tuesday	July 21, 2020	All day	Georgia Tech	Last Day of Classes for Late Short Summer
Friday	July 24, 2020	All day	All Challenge student staff and their supervisors	Summer Challenge Move out
Thurs. to Thurs.	July 23 to 30, 2020	All day	Georgia Tech	Final Exams
Friday- Saturday	July 31-Aug 1, 2020	All Day	Georgia Tech	End of Summer Terms & Transition
Sunday	August 2, 2020	By 3:00 pm	All summer student staff moved out or transitioned to their fall SSM room	Closing & Transition Day

The department is required to staff all occupied buildings. Staff should not make plans to leave campus during institute closures and on weekends without permission from their supervisor. Each week a staff member has certain requirements that they are expected to complete/attend (i.e. staff meetings on Mondays between 7pm- 11pm, weekly or bi-weekly meetings with their supervisor, Hall Council, etc.). The earliest a staff member is eligible to leave at the end of summer is no earlier than noon on Sunday, August 2, 2020.