



## Student Staff Member – Commitment Calendar AY 2019-2020

The purpose of this calendar is to help you plan for campus and department activities throughout your year 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 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 campus breaks & even campus closures or during weather warnings, alerts and watches.

Your term of appointment is from August 2019 semester until May 2020. Note: continued employment is contingent on meeting expectations, attendance at departmental trainings, and overall positive performance reviews each term.

Day	Date	Time	Commitment Affects	What
Sunday	April 7, 2019	2p-6p	All Residence Life staff	April Orientation
Saturday & Sunday	August 3&4, 2019	By appt. with HD	All student staff	Move-In to assignments (if available)
Sunday	August 4, 2019	By 10 am	All new student staff	Must be moved into assignment
Sunday	August 4, 2019	by 6pm	All returning student staff	Must be moved into assignment
Monday	August 5, 2019	10 am	All Residence Life staff	Fall Student Staff Training Begins
Sunday-Sunday	Aug.5- Aug. 18 2019	All Day	All Residence Life staff	Fall Student Staff Training & Fall Opening Week <b>(SSMs must be available during this period)</b>
Saturday & Sunday	December 14-15, 2019	8am-8pm	All Residence Halls	Fall Closing & Transition day
Thursday	January 2, 2020	6pm	All student staff	Return from Break
Friday & Saturday	Jan. 3-4, 2020	All Day	All Residence Life staff	Spring Student Staff Training <b>(SSMs must be available during this period)</b>
Friday-Sunday	May 1 -3, 2020	8am-6pm	All Residence halls	Spring Closing and Transition Day
Monday	May 4, 2020	8 am- 5pm	All student staff	Employment term ends with HD approval

The department is required to staff all occupied buildings. Staff should not make plans to leave campus during any time when the Institute is closed, and weekends, without permission of their supervisor. Each week a staff member has certain requirements that they are expected to attend: a staff meeting evenings between 7pm-11pm, 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.