

RESIDENT ASSISTANT COMMITMENT CALENDAR AY 2021-22

The purpose of the commitment calendar is to help Resident Assistants plan for campus and department activities throughout the year. 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, but is not limited to, 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 domestic and international flight reservations.

Your term of appointment is from August 2021 until May 2022. This appointment does not indicate a Summer appointment or an appointment for the following academic year. Employment is contingent on meeting expectations, attendance at departmental trainings, and remaining in good standing with the department and the Institute.

COMMITMENT DATES

AUGUST 7, 2021

RAs may move into their Fall assignments after 5 PM. Should the RA need to move in prior they must contact their supervisor.

AUGUST 8, 2021

All RAs must be moved into their Fall Assignment prior to 12 PM.

AUGUST 8-13, 2021

All RAs must be present for Fall RA Training including all staff meetings, human resource sessions, resource fair, and training sessions.

AUGUST 14-22, 2021

All RAs must be present and available for Week of Welcome and Campus Move-in.

DECEMBER 17-19, 2021

All RAS must be present and available for Fall Semester Move-Out and Transition Day.

JANUARY 6, 2022*

RAs return from Winter Break.

JANUARY 7-8, 2022*

All RAs must be present for Winter RA Training including all staff meetings, human resource sessions, and training sessions.

MAY 6-7, 2022*

All RAs must be present and available for Spring Semester Move-Out and Transition Day.

MAY 9, 2022*

Employment Term ends at 5 PM. RAs should remain to assist their HD with closing and transition of their community. RAs may leave beginning on May 8 at 6 PM and May 10 at 1 PM with supervisory approval.

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