

Housing Staff 2012-2013 Commitment Calendar

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 breaks.

Date	Time	Commitment Affects	What
Sunday, April 15, 2012	3:00PM-6:00PM	New & Returning Staff	Staff Orientation
Saturday, Aug. 4 th & Sunday, Aug. 5 th 2012	By appt. with HD	All Staff	Move-in to assignments – if available
Sunday, Aug. 5, 2012	6:00PM	PLs and RAs	Must be moved in to assignment
Monday, Aug. 6, 2012 To Sunday, Aug. 19, 2012	All day Every Day. Evenings also required.	All Staff	Training and opening period - Staff need to be available during this period
Monday, Aug. 20, 2012		Campus	Classes Begin
Saturday & Sunday Dec. 15 th & 16 th 2012	8:00 AM–6:00 PM	All Halls	Closing
Sunday Dec. 16, 2012	6:00 PM	Student Staff	Staff not on duty may leave for break
Thursday, Jan. 3, 2013	6:00 PM	All Staff	Return from break
Friday, Saturday, and Sunday, Jan. 4-6, 2013	ALL DAY	All Staff	Spring Training & Transfer Interviews. Staff must be available during this period.
Monday Jan. 7, 2013		Campus	Classes Begin
Saturday through Monday, May 4-6, 2013	8:00 AM-6:00 PM	All Halls	Closing
Monday, May 6, 2013*	5:00 PM	All Student Staff	Employment term ends 72 hours after commencement with HD approval*.

The department is required to staff all occupied buildings so staff should not make plans to leave campus during any time when the Institute is closed, and weekends, without permission with their supervisor. Each week a staff member has certain requirements that they are expected to attend: a staff meeting on Monday evenings between 7-11 pm, 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 the term is no earlier than 5:00 p.m. on the Monday following graduation with the supervisor's permission.