Department of Residence Life

Student Staff Member – *Summer Commitment Calendar AY 2019*

The purpose of this commitment calendar is to help you plan for campus and department activities throughout the summer. The Director of Residence Life may require the residence life staff to handle other tasks during campus activities that affect the residence halls or tasks that deal with emergency situations. The department is required to staff all occupied buildings.

It is strongly advised that you check with your supervisor upon accepting your position and throughout your employment before making all domestic and international travel plans (including flight reservations) as all staff are required to attend all training sessions and we are required to have duty coverage during breaks.

Summer employment is from May 6, 2019 through August 4, 2019.

Day	Date	Time	Commitment Affects	What
Sunday	May 5 & 6, 2019		All summer student staff move in and break duty starts	Check-In with Summer supervisor to confirm move-in specifics
Saturday	May 11, 2019	10am	All summer student staff	Return from break if not on duty
Saturday	May 11, 2019	1pm to 5pm	All summer student staff and their supervisors	Summer Staff Training By HD/AM Teams
Sunday	May 12, 2019		All summer student staff and their supervisors	Assist with Summer Opening
Thursday-Friday	July 4-5 ,2019		Georgia Tech	Official School Holiday Independence Day - campus closed 4th No classes on the 5th, offices open.
Wednesday	July 24, 2019		Georgia Tech	Last Day of Classes for Late Short Summer
Friday	July 26, 2019		All Challenge student staff and their supervisors	Summer Challenge Move out
Thursday - Thursday	July 25 to August 1, 2019		Georgia Tech	Final Exams
Friday- Saturday	August 2-3, 2019		Georgia Tech	End of Summer Terms & Transition
Sunday	August 4, 2019		All summer student staff moved out or transitioned to their fall SSM room	Closing & Transition Day

Do not make plans to leave campus during when the Institute is closed and weekends without permission from your supervisor. Each week a staff member has certain requirements that they are expected to attend: a staff meeting, a weekly or bi-weekly meeting with their supervisor, weekly Hall Council meeting, events or activities. The earliest a staff member is eligible to leave at the end of summer is no earlier than noon on Sunday, August 4, 2019.

©2019- **Georgia** Institute of **Tech**nology