



Student Staff Member – Commitment Calendar AY2020-2021

**Note this is based on GT's Tentative 5 term calendar and is subject to change if the GT date change*

The purpose of this calendar is to help you 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.

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 August 2020 until May 2021. This appointment does not indicate a summer appointment or an appointment for the following academic year. Note: employment is contingent on meeting expectations, attendance at departmental trainings, and positive performance reviews each term.

Day	Date	Time	Commitment Affects	What
Sunday	Apr. 5, 2020	2 pm-6 pm	All Residence Life staff	April Orientation
Saturday	Aug. 1, 2020	After 5 pm with HD approval	All student staff	Move in to assignments (very limited availability)
Sunday	Aug. 2, 2020	By 3 pm	All staff	Must be moved into assignment
Sunday	Aug. 2, 2020	6 pm	All staff	Staff Meeting. See HD for details (start of Fall Training at 6 pm)
Monday	Aug. 3, 2020	9 am	All Residence Life staff	Fall Student Staff Continues Human Resource Sessions 9-noon, New Resource Fair returners 10-11:30
Sunday-Sunday	Aug.3- Aug.16 2020	7 am-9 pm Times vary	All Residence Life staff	Fall Student Staff Training & Fall Opening (SSMs must be present and available on all dates)
Friday-Sunday	Dec. 11-13, 2020	8am-8pm	All Residence Halls	Fall Closing & Transition day Move out is time intensive; do not plan to be away from campus.
Thursday	Jan. 7, 2021	6pm	All student staff	Return from Break
Friday & Saturday	Jan. 8-9, 2021	All Day	All Residence Life staff	Spring Student Staff Training (SSMs must be available during this period)
Friday-Sunday	May 7-9, 2021	8 am-6 pm	All Residence halls	Spring Closing and Transition Day Move out is time intensive; do not plan to be away from campus.
Monday	May 10, 2021	8 am- 5pm	All student staff	Employment term ends with HD approval Earliest departure time: Sunday by 6 pm Latest departure time: Tuesday by 1 pm

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.).