

**McKendree University – Residence Life**  
**Student Staff Member Required Dates – Position Description Addendum**  
**2024-2025 Academic Year**

**Overview**

*This is an addendum to the Student Staff Member position description, and it supersedes it, where applicable.*

The Resident Assistant and Student Academic Mentor employment contracts begin on **July 31, 2024**, and end on **May 11, 2025**.

The Senior Resident Assistant employment contract begins on **July 23, 2024**, and ends on **May 11, 2025**.

**Required Attendance:**

These dates are subject to change. You should arrive to campus no later than this time and are required to stay until the end of your contract time. Additional dates may be added/removed at the discretion of the Office of Residence Life.

EVENT	START DATE	END DATE
SRA FALL TRAINING (SRAs ONLY)	JULY 23, 2024	JULY 30, 2024
FALL TRAINING AND STUDENT CHECK-IN	JULY 31, 2024	AUGUST 25, 2024
HOMECOMING WEEKEND HALF STAFF-ON-CALL	OCTOBER 11, 2024	OCTOBER 13, 2024
HALLOWEEN WEEKEND HALF STAFF-ON-CALL	OCTOBER 31, 2024	NOVEMBER 3, 2024
SRA SPRING TRAINING (SRAs ONLY)	JANUARY 2, 2025	JANUARY 6, 2025
SPRING TRAINING & STUDENT CHECK-IN	JANUARY 6, 2025	JANUARY 12, 2025
IN-SERVICE TRAININGS	TYPICALLY HELD THE FIRST SUNDAY OF EACH MONTH FROM 7:00 PM – 8:30 PM, (TIME IS SUBJECT TO CHANGE) 3-4 TRAININGS (1-2 HOURS EACH) PER SEMESTER	

**Scheduled Time Off Information:**

Please pay close attention to the dates and times of these breaks and plan your time away. Please consult with your Resident Director or Area Coordinator before making travel arrangements.

BREAK	WHEN YOU CAN LEAVE	WHEN YOU NEED TO RETURN
WINTER BREAK	DECEMBER 15, 2024 AFTER 3:00 PM	JANUARY 6, 2025
SUMMER BREAK	MAY 11, 2025, AFTER 3:00 PM	N/A