

# Employment Calendar

## Star Guide Team 2024

*Star Guides must be available for all of the following as a condition of employment:*

### Summer Employment: May – August

- May 22                      Orientation Training – online in Canvas opens
  - *Training must be completed by June 3 in order to be paid for online training time*
- **June 3**                      **Staff Meeting 4-5:30 p.m.**
- **June 4, 5, 6, 7,**              **Training (in-person) (9 a.m. – 6 p.m.)**
- **June 10, 11, 12, 13**        **Training (in-person) (9 a.m. – 6 p.m.)**
- **June 14**                      **Orientation Session 1 (workday 8 – 6 p.m.)**
- June 17                      Workday \* (11 – 5 p.m.) *Virtual Orientation Icebreaker training for 2-3 Star Guides*
- **June 18**                      **Orientation Session (workday 8 – 6 p.m.)**
- June 19                      UIS Closed – Celebration and Observation of the Juneteenth Holiday
- June 20                      Workday \* (11 – 5 p.m.) *Virtual Orientation Icebreaker training for 2-3 Star Guides*
- June 21                      Workday \* (11 – 5 p.m.) *Virtual Orientation Icebreaker training for 2-3 Star Guides*
- **June 22**                      **Orientation Session (workday 8 – 6 p.m.)**
- **June 24**                      **Orientation Session (workday 8 – 6 p.m.)**
- June 25                      Workday \* (11 – 5 p.m.) *Virtual Orientation Icebreaker training for 2-3 Star Guides*
- **June 26**                      **Virtual Orientation Session (10– 12) need 2-3 Star Guides**
- **June 27**                      **Virtual Orientation Session (time TBA) need 2-3 Star Guides**
  
- *July 15*                      *Workday (if we need it) (10 a.m. – 5 p.m.)*
- **July 16**                      **Orientation Session (if we need to open it)**
  
- August 15                      Move-in to Fall Housing Assignments (time TBA)
- **August 16**                      **Refresher Training approximately 9:30 a.m. to 6 p.m.**
- **August 19**                      **Orientation Session (workday 8 – 6 p.m.)**
- August 20                      Workday \* (11 – 5 p.m.) *Virtual Orientation Icebreaker training for 2-3 Star Guides*
- **August 21**                      **Virtual Orientation 10 a.m. – noon and 4-5) need 2-3 Star Guides**
- **August 22**                      **Transfer/Graduate Orientation (1 – 6 p.m.)**

### Notes:

1. Workdays are extra opportunities for Star Guides to work. Students who work on assignments those days will be paid their Star Guide hourly salary. Duties can include: calling students to encourage them to register for orientation; assembling and filing materials for Orientation sessions; giving campus tours, etc.

2. The July 17 Orientation session is a reserve date in case of emergency during one of our June Orientation sessions that results in canceling the program. If we do not need to cancel any June sessions then we will not be holding the July 15 workday or the July 16 Orientation session.

The information on this overview and is subject to change. NSOPR will apprise candidates/employees of these changes as soon as they can.

**Candidates are expected to discuss the employment calendar with family members and employers (including internship supervisors) to make certain they can freely participate in all Orientation Employment dates.**