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.