Important Dates for Lead Summer Assistant Applicants - Summer 2019

Beginning **Tuesday, October 30, 2018** – Lead Summer Assistant online application becomes available; Link to the online application can be found at: [https://living.gwu.edu/staffing-opportunities](https://living.gwu.edu/staffing-opportunities)

**Wednesday, November 8**th @ **6:00pm** – Lead Summer Assistant Open Information Session (optional), held in District House, B206. Attend to meet and speak directly with prior Lead Summer Assistants and learn more about the position and the Summer & Conference Housing Program.

**Monday, November 12**th – Completed Lead Summer Assistant applications are due electronically by **12:00pm (Noon)** to GW Housing. *Incomplete or late applications will not be considered.*

**Wednesday, November 14**th – Lead Summer Assistant In-Person Interview notifications sent.

Beginning **Monday, November 19**th – In-Person Interviews for invited Lead Summer Assistants candidates begin; interviews will conclude on **Friday, November 30**th (eight business days: 11.19-21 and 11.26-30).

Starting **Tuesday, December 4**th – Lead Summer Assistant hire offers will be sent out on a rolling basis. Lead Summer Assistant hire offers must be accepted via email; specific acceptance date will be determined based on date offer was sent.

Between **Wednesday, December 5**th and **Friday, December 14**th – Lead Summer Assistants accepting positions must complete onboarding paperwork with GW Housing. – *To accept, a student must have valid I-9 paperwork and complete all hiring paperwork by this end date.*

Note: Exact 2019 Dates will be determined prior to Lead Summer Assistants complete their onboarding paperwork.

Either **Wednesday, January 16, 2019** or **Wednesday, January 23, 2019** – Lead Summer Assistants begin their **Spring Training/Service Period** (a part-time work schedule of 12-15 hours/week, typically between the hours of 9:00am-5:00pm, Monday-Friday, based on a mutually agreed upon schedule to be determined in advance of the start date).

Either the **Weekend of January 18**th–**20**th or **January 25**th–**27**th – All Lead Summer Assistants are **required** to attend an **LSA Orientation (aka “Boot Camp” Weekend)**, scheduled for a half-day on Friday, January 18th or 25th, a full day on Saturday, January 19th or 26th, and a half-day on Sunday, January 20th or 27th.

**Week of March 11**th–**15**th – GW Spring Break (optional work hours may available for Lead Summer Assistants)

**Weekend of March 23**rd–**24**th – Lead Summer Assistants are **required** to attend and facilitate the **Summer Assistant Group Process** (Staff selection and evaluation event) and the second **LSA Orientation (aka “Boot Camp Weekend, Part II”)** immediately following the Summer Assistant Group Process event, scheduled for a full-day on Saturday, March 23rd and a half-day on Sunday, March 24th.
Beginning **Sunday, May 5th** – Lead Summer Assistants can begin the Summer season service schedule (a mutually agreed upon work schedule of increased hours up to the regular full-time LSA schedule of 35 hours/week, based on a seven-day service week). Scheduled work hours are determined and agreed around a student’s finals schedule and study needs. Additional work hours may also be available starting April 28th based on program needs. *Note: additional hours above the typical 35 hour/week should be anticipated during the initial three weeks at the start and also at the end the Summer season.*

**Lead Summer Assistant Staff Scheduled Service Weekends** – Lead Summer Assistants should anticipate being scheduled to work on the following weekends (one or both days) due to the high volume of guest service needs:

- May 25-26, 2019
- June 1-2, 2019
- June 8-9, 2019
- July 27-28, 2019
- August 3-4, 2019
- August 10-11, 2019
- August 17-18, 2019
- August 24-25, 2019

**Monday, August 5th** – Last day of provided on-campus housing for Lead Summer Assistants who are not Fall 2019 on-campus residents. Temporary housing arrangements may be available for Lead Summer Assistants through August 17th on a case-by-case basis.

**Saturday, August 31st** – Last week of scheduled the Lead Summer Assistant service period. Scheduled hours between Sunday, August 25th and Saturday, August 31st will be mutually agreed upon and determined in advance.

*Note: Any of the above dates are subject to change based on program needs.*