## Overview of Yearly Tasks

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| **1st Semester** | | | |
| **Due Date** | **Item** | **Action by RA** | **Senior Staff Supervising** |
| **1 September** | Online E-induction | Complete online training modules | Senior Residence Life Coordinator (RLC) |
| **1 - 7 September** | Autumn Training | Participation in September induction training | RLC |
| **7 & 8 September** | Finish Preparations for Arrival Weekend | Help Supervisor with AW tasks. Complete Freshers’ Week Events Plan | Line Manager |
| **9 & 10 September** | Arrival Weekend | Welcome and Orientate new arrivals | Line Manager |
| **11 – 17 September** | Welcome Week | Participate with students  Send central res life team a copy of your Welcome Week Plan | Line Manager  Central Res Life Team |
| **24 September** | 1st Pantry/Flat Visit | Meet the residents you are specifically responsible for. Complete mandatory information dissemination as per your site instructions | Line Manager |
| **18 October** | RA Training | Compulsory Attendance | Central Res Life Team |
| **End of October** | Building Community | Your site must have hosted 6 specific events for your residents | Line Manager/area Line Manager to review |
| **29 October** | Chit Chats | Complete Chit Chat conversations (1 on 1 chats with your residents) and feed back to your line manager | Line Manager |
| **16th & 21st November** | 1st Edinburgh Award meeting | Compulsory meeting for RAs who opted into award – must attend one date | RLC |
| **December** | 2nd Resident Visit | 1st Semester Departure information & closure of offices for Winter Break | Line Manager |
| **20 December** | Annual Review | Arrange a time to meet with Line Manager and complete Evaluation Form | Line Manager. To be reviewed by Area Line Manager |
| **21 December** | Winter Break | Need to work until and including this date (UG) PG continue working unless Annual Leave is used | Line Manager |

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| **2nd & 3rd Semesters** | | | |
| **Due Date** | **Item** | **Action by RA** | **Senior Staff Supervising** |
| **January** | 3rd Resident Visit | Complete mandatory information dissemination as per your site instructions | Line Manager |
| **9 January** | Return from Winter Break | Need to be back by this date | Line Manager |
| **10-14 January** | Spring Welcome Week | Create and finalise plans to welcome new students; help with check-in | Line Manager |
| January Welcome (back) event | Plan and attend | Line Manager |
| **10 January** | Taste of Scotland event | RAs to escort residents to event | Central Res Life Team |
| **31 January** | RA Training | Compulsory Attendance | Central Res Life Team |
| **22 February** | Edinburgh Award | Compulsory meeting for RAs who opted into award | RLC |
| **25 February** | UG Interim Review due | Arrange a time to meet with Line Manager to discuss progress from last review | Line Manager. To be reviewed by area Line Manager |
| **25 February** | UG RA Returner application due | RAs who wish to be considered for rehire must complete the returner discussion form by this date | Line Manager |
| **April** | Edinburgh Award | Awards ceremony to be held early April for all successful candidates | RLC |
| **6th April** | Spring Break Begins | Need to work until and including this date (UG) PG continue working unless Annual Leave is used | Line Manager |
| **23rd April** | Spring Break Ends | Need to be back by this date | Line Manager |
| **May** | 4th Resident Visit (UG) | Cover end of lease procedures | Line Manager |
| **25 May** | End-of-year Res Life Team Meeting | Compulsory Attendance | Central Res Life Team |
| **May** | UG end of year collections | Assist with facilitation of UG end of year collections | Sustainability Liaison |
| **28 May** | Pollock RA (UG) leases end | Need to work until this date | Line Manager |
| **2 June** | Flat RA (UG) leases end | Need to work until this date | Line Manager |
| **1 June** | PG Interim review | Arrange a time to meet with Line Manager to discuss progress from last review | Line Manager |
| **1 June** | PG RA Returner application due | RAs who wish to be considered for rehire must complete the returner discussion form by this date | Line Manager |
| **August** | 4th Resident Visit (PG) | Cover end of lease procedures | Line Manager |
| **August** | PG end of year collections | Assist with facilitation of UG end of year collections | Sustainability Liaison |
| **1 September** | PG RA leases end | Need to work until this date | Line Manager |