<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th><strong>Education &amp; Enrichment Coordinator</strong></th>
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<td><strong>One Position – Spring/Fall</strong></td>
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<tr>
<th><strong>Work Credit:</strong></th>
<th>Full dining</th>
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<td><strong>Choice of dining co-op</strong></td>
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<th><strong>Time Required:</strong></th>
<th>5 to 10 hours/week</th>
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<td><strong>Must return to Oberlin before new student orientation</strong></td>
<td>(specific date stipulated in the current rent contract with Oberlin College)</td>
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| **Responsible to:** | President, Education & History Coordinator, Education & Training Coordinator, Education Committee |

| **Support People:** | Education & History Coordinator, Education & Training Coordinator, Membership Secretary, Education Committee, General Management Team, Operations Managers |

| **Appointed by:** | outgoing Education & Enrichment Coordinator, One Officer, Education & History Coordinator, Education & Training Coordinator |

| **Sit on Appointments:** | Education & Enrichment Coordinator, Education & History Coordinator, Education & Training Coordinator |

### General Responsibilities

- Plan OSCA events along with the rest of the Education Management Team and the Operations Managers.
- Educate OSCA members and enrich their experiences by planning fun activities throughout the year.
- Work closely with and actively support the other Education Coordinators. As time and interest allow, collaborate on projects that the other Education Coordinators are managing.

### Specific Responsibilities

#### Relationship with co-Education Coordinators

- Become intimately familiar with the job descriptions and day-to-day responsibilities of your fellow Education Coordinators. This will not only make things easier for everyone, but will also help to preserve institutional memory when new Education Coordinators are appointed.
- For all major events (OSCA Prom, Iron Chef, NASCO Institute), the Enrichment Coordinator will initiate and lead a discussion of what specific tasks need to be done. Then, co-Education Coordinators should work very closely together to fulfill these tasks.
- For admissions, alumni relations, and New Member Training, the Training Coordinator will take the lead on the brainstorming, but all three Education Coordinators should be present at the meetings with the Admissions Office (if possible) and be involved in this relationship and process.
- All three Education Coordinators should be very familiar with OSCA history.
- Trainings for all three positions should be communal; when an EdCo trains their replacement, all Education Coordinators must be present.
- Communicate and delegate to ensure that no Education Coordinator is working significantly more or less than others.

#### Meetings

- Decide amongst the Education Coordinators who will chair the Education Committee (or if you will divide the responsibilities). Help write weekly agenda and weekly summarized minutes of committee meetings. Help organize and oversee committee projects.
- Sit on the Education Management Team, meeting at least weekly along with the other Education Coordinators and the Membership Secretary.
- Meet once biweekly with Accessibility Committee Coordinators.
- At least once a semester, convene with other Committee Coordinators at the Long Range Planning Committee meeting to discuss overlap in their work.
• Recommended: Coordinate with the other Education Coordinators to decide who will sit on the Long-Range Planning Committee (LRPC).
• Recommended: Coordinate with the other Education Coordinators to decide who will sit on the Accessibility Committee.

Events
• Notify the Chair of the Board about upcoming events for advertisement in Board packets.
• Organize all-OSCA events such as: Co-op Month events (October), Iron Chef, study breaks, and OSCA Prom.
• Organize the OSCA orientation bonfire, help out the Operations Managers with the New Member Picnic, and generally support other all-OSCA staff with orientation activities.
• Help the Accessibility Committee Coordinators plan the required privilege and oppression trainings.

NASCO Institute
• Encourage people to attend the NASCO Institute and other educational conferences specifically relevant to the OSCA community.
• Organize transportation and other logistics, along with the Education Management Team, for members attending the NASCO Institute conference and submit information to the Financial Manager.

Materials
• Work with the Education Management Team and the Education Committee to create posters, brochures, and other resources for OSCA members, prospective students, parents, and visitors.
• Assist other all-OSCA staff with OSCA publications, including providing support to the Education & History Coordinator in assembling materials for the OSCA monthly newsletter. Each Education Coordinator should write one article for each monthly newsletter.
• Help the Education & Training Coordinator (and the rest of the Education Management Team as necessary) to organize reunion events, produce the alumni newsletter, and reach out to alumni.
• Maintain, update, and add to the Education computer server drive with training materials, photos, descriptions and budgets for events, and other materials useful for future members of the Education Management Team.

Miscellaneous
• Be accessible to OSCA members by phone, email, office hours, or by appointment. It is strongly recommended to schedule at least 2 hours of office hours with other Education Coordinators per week.
• Check your email and mailbox in the OSCA office on a regular basis.
• The Education Committee Coordinators are responsible for ensuring that minutes are submitted to the Chair of the Board by the beginning of that week’s Facilitation meeting. In coordination with the other Education Coordinators, submit either a summary or full minutes of each of your committee’s meetings to be included in the Board packet.
• Write monthly activity reports and submit them to the Personnel Committee. The reports should include time spent on these activities.
• In coordination with the Education Management Team, write a proposal in November/December for the following year’s Education budget and submit it to the Finance Committee.
• As interest arises, select stylish cooperative merchandise for the OSCA community, such as clothing and frisbees; present proposal to the Finance Committee for purchasing this merchandise. Check prior year’s inventory before ordering.
• Revise this job description at the end of the calendar year.
• Save all electronic files relevant to your position on the OSCA computer server drive before the end of the year.
Timeline

Early Spring
- Establish a weekly meeting time for the Education Committee and get the names of Education Committee Reps from DLECs or by checking “Lenny,” the Google spreadsheet.
- Submit information to the College about events during Orientation (the Business Coordinator will email you the proposed schedule from the College).
- Confirm that preliminary OSCA prom planning was completed in the fall, including booking a venue.

February
- Begin thinking seriously about OSCA prom. With the Education Committee, decide on a prom theme, start looking for bands to play the event.

March
- Help appoint the Education & Training Coordinator and Education & History Coordinator.
- Continue securing bands for OSCA prom. Begin searching for DJs for the event and start working with the Sexual Offense Policy Advocates to train Peacekeepers for the event.
- With the Education Committee, create posters for OSCA Prom and begin advertising in earnest.
  Contact the Office of Residential Education & Dining Services about getting the OSCA prom approved.

April
- Ensure OSCA prom preparation is complete, and if happening in April, hope that it goes smoothly.
- Begin organizing the Fall semester all-OSCA Iron Chef event. Contact Operations Managers for logistics on this event. Be sure to book a venue.

May
- Help the Education & Training Coordinator in planning ahead to alumni weekend events at the end of the month.

Open-up and Orientation
- Arrive early on campus (see Business Coordinator for date).
- Work with the Education Management Team, officers, and other all-OSCA staff to help OSCA orientation events overall go smoothly.
- Organize the OSCA bonfire. Provide campfire snacks and invite musicians to play, and make sure the Operations Managers have obtained a fire permit.
- The Operations Managers are in charge of planning and organizing the orientation new member picnic. Assist them as needed with aspects such as: providing fun snacks and helping cook, organizing picnic activities, and/or helping clean up afterwards.
- Participate in the College Resource Fair and organize volunteers in OSCA to participate as well.

First Few Weeks
- Establish a weekly meeting time for the Education Committee and get the names of Education Committee Reps from DLECs or by checking “Lenny,” the Google spreadsheet.

September
- Publicize, promote, and coordinate members’ conference subsidy applications and attendance at the NASCO Institute conference.
- Organize transportation and other logistics for OSCA members attending the NASCO Institute and submit information to the Financial Manager.
- Collect applications for NASCO Institute conference subsidies by designated deadline.
- Hold a mandatory meeting of all NASCO Institute conference attendees and confirm all will be attending.
- Finalize the Fall semester Iron Chef event.
- Plan any additional Co-op Month activities, events, workshops, etc.
October (Co-op Month)
- Celebrate co-op month!
- Plan for the OSCA Prom: pick a date as soon as possible (usually in April or May) and reserve a venue, taking into consideration when other large on-campus events (e.g. Dandelion Romp and Drag Ball) may be occurring.

November
- NASCO Institute conference (generally the first weekend of the month). Confirm all attendees have transportation and other logistics secured for the conference.
- Appoint a new Education & Enrichment Coordinator.
- Ensure that articles are collected from every OSCA member who attends the NASCO Institute conference.

Advice
- There is a list of past Education Coordinators on the Education Server and in the Education binder -- use them as resources if and when you need help.
- Remember- you are part of a three person team; communication and reliability are key.

Approved by the Personnel Committee