Title: Education & Training Coordinator  
One Position – Fall/Spring

Work Credit:  
Full dining  
Choice of dining co-op

Time Required:  
5 to 10 hours/week
Must return to Oberlin before new student orientation  
(specific date stipulated in the current rent contract with Oberlin College)
Must stay for commencement weekend

Responsible to:  
President, Education & Enrichment Coordinator, Education & History  
Coordinator, Education Committee

Support People:  
Education & Enrichment Coordinator, Education & History Coordinator,  
Membership Secretary, Education Committee, General Management Team

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

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

General Responsibilities

• Work to coordinate training of new OSCA members along with the New Member Trainers, Education Committee, the other Education Coordinators, and the Membership Secretary.
• Coordinate the work of the New Member Trainers and co-op representatives on the Education Committee. With the Education Committee, organize admissions tours, panels, and other events, especially for All Roads.
• Reach out to OSCA alumni through working on the annual alumni newsletter, organizing the alumni weekend picnic, and other avenues as needed.
• 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.

Trainings

• Train the New Member trainers at the beginning of each semester.
• Coordinate large-scale new member trainings at the beginning of each semester.
• Revise training topics each year.
• Ensure that new member trainers are continuing to train new co-opers throughout the semester.
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.

Admissions
- Meet with pertinent admissions staff at the beginning of the semester to evaluate the need for updated material and the way in which OSCA can be represented in admissions, particularly in regards to Access Oberlin.
- Create and update materials for the Admissions Office and organize events during “All Roads Lead to Oberlin” in April
- Attend campus tour guide trainings to answer questions and provide information about OSCA.
- Train interested OSCAns to facilitate OSCA Tours for All Roads Lead to Oberlin, Access Oberlin, and campus visit days. Coordinate OSCA tours with Admissions Office staff.
- Otherwise work to make sure the Admissions Office is promoting OSCA appropriately.

Alumni
- Publish the OSCA Alumni Newsletter in the Spring Semester. It must be submitted to the Financial Manager by Spring Break.
- File and organize correspondence from alumni. Give updated contact information to the Financial Manager.
- Coordinate the OSCA alumni picnic during commencement; utilize OSCA closedown members to assist you.
- Maintain media relations with OSCA alumni through the OSCA Alumni Facebook page and other relevant social media.
- Overall, work with OSCA Alumni to the benefit of current OSCA members (such as coordinating internships and housing with alumni for current OSCA members, informing OSCA Alumni of big issues on campus and in OSCA and requesting their assistance, et cetera.)
- Work with the Oberlin Alumni Office and Career Center as needed.

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.
- Update the Drug & Alcohol Policy brochure at the beginning of each semester
- 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.
- Produce a yearly alumni newsletter in coordination with the Education & History Coordinator.
Miscellaneous
• Assist with all OSCA events as needed
• Work with the Accessibility Committee Coordinators and the Housing Coordinator to promote education on the OSCA Drug and Alcohol Policy and provide resources to the membership for dealing with personal and community issues surrounding our drug and alcohol policy.
• 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 other Education Coordinators and the Membership Director, write a proposal in November/December for the following year’s Education budget and submit it to the Finance Committee.
• Appoint and train the next Education & Training Coordinator.
• Revise this job description at the end of the year.
• Save all electronic files relevant to your position on the OSCA computer server drive before the end of the year.

Timeline
Open-up and Orientation
• Arrive early on campus (see Business Coordinator for date).
• Work on training programs and prepare resources for new members.
• Ensure all New Member Trainers are trained before they have to train new members.
• Work on preparing other resources for returning members, parents, admissions, and visitors.
• Participate in college Resource Fairs and organize other OSCA members to also participate.
• Assist other staff with orientation events as appropriate.

September
• Ensure all new members of OSCA are trained.
• 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.
• Meet with the Admissions Office to introduce yourself and lay the groundwork for your work with them throughout the year.

October (Co-op Month)
• Celebrate co-op month!
• Begin outreach to Alumni if you haven’t already.

November
• Begin planning the alumni newsletter.
• Ensure co-ops elect New Member Trainers for the following spring

February
• Ensure all new members of OSCA are trained.
• 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.
• Write and solicit articles for the alumni newsletter.
• Communicate with the admissions office about All-Roads events.
March
• Finalize the alumni newsletter and submit to the Financial Manager.
• Submit OSCA admissions events to Oberlin College (the Business Coordinator will send you the proposed schedule from the college when it is time).
• Appoint and begin to train your replacement.

April
• Begin planning the alumni picnic with the President-elect.
• Make sure All Roads events run smoothly.
• Revise the New Member Trainer job description; ask co-ops to elect New Member Trainers for the fall after the lottery.

May
• Coordinate the alumni picnic!

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