Title: Housing Loose Ends Coordinator (HLEC) (individual housing co-ops)
Two Positions for Harkness, Keep, and Tank Co-ops
One Position for Old Barrows Co-op

Work Credit: Full dining and housing
Payroll: Stipend equal to one-half of the OSCA board bill (less taxes)
Time Required: 10-15 hours per week during the semester (varies greatly)
on call 24/7
intense at the beginning and end of the year

Responsible to: House Membership, Housing Coordinator, Co-op Area Coordinator
Support People: Housing Coordinator, Co-op Area Coordinator
Appointed by: HLEGs, Housing Coordinator
Sit on Appointments: HLEGs, Housing Coordinator, Sexual Offense Policy Advocates

General Responsibilities

The House Loose Ends Coordinator's main responsibility is to create a safe living environment for the members of the house. They ensure that the house functions in a cooperative and supportive fashion and to exhibit a commitment to education and maintenance of Life Safety policies. They should understand: how to facilitate meetings; how to identify, respond to, and refer house members with personal or academic questions or problems to appropriate areas on and off campus; and how to complete paperwork that adequately meets College and OSCA expectations. Extensive training in all areas is provided.

Specific Responsibilities

Spring of the year before
1) Facilitate the first house meeting to conduct the room lottery and get to meet everybody.
2) Attend the Residential Education & Dining Services spring training session.

Beginning of the year
1) Arrive in mid-August for two weeks of student staff training. HLEGs will attend OSCA-specific Life Safety Training conducted by the Housing Coordinator and appropriate resources as well as attending the Residential Education Training.
2) Distribute grooming supplies (toilet paper, paper towels, and soap) throughout the house before Orientation begins through the end of interim; coordinate and assist with house commandos before Orientation.
3) Provide initial and continuing support to first year students in the transition to college, Oberlin, and the OSCA experience.
4) At the first house meetings of the year, provide education about the reasons behind Life Safety regulations and emphasize the creation of a safe community.
5) Clean out and organize storage to help new house members store their belongings. Be responsible for keeping storage locked and secure.

All year
1) Attend weekly meetings with Housing Coordinator and Co-op Area Coordinator.
2) Help foster community in the co-op, work to sustain a positive, supportive co-op experience for house members, and mediate conflicts as they arise. Support house-elected programmers, ensuring that there is a wide variety of community-building programs.
3) Seek appropriate assistance for house members undergoing emergencies.
4) Communicate, clarify and model support of (and if necessary, enforce) OSCA, College and State regulations applicable to the co-op.
5) Do all the necessary paperwork to keep the house up with College and OSCA regulations, including damage and maintenance reports, key and furnishing inventories, fire inspections, and room changes.
6) Submit monthly stipend reports to the President for presentation to the Board (September, October, November, December, February, March, April, May).
7) Serve as a fountain of knowledge – College, OSCA and otherwise.
8) Coordinate house operations with the house elected positions, especially cleanliness coordinators.
9) Maintain co-op security through appropriate use of the key box.
10) Work with cleanliness coordinators and commando leaders to ensure weekly cleanliness inspections are successfully passed and that Fall and Spring Clean-ups happen.
11) Stay on campus during some breaks (at least two current or former HLECs each break).
12) Before Winter Break, solicit house members for their plans to be on campus during Winter Term. If possible, the HLEC should ask members to notify them upon their return and/or remove them from the Winter Term housing list accordingly. Send an updated list to the Winter Term Secretary each Monday. Create a Winter Term e-mail list to let members know about house meetings and social events.
13) Stay until the last possible minute for Winter Break and the end of the year to make sure the house is closed down and everyone has checked out properly.
14) Stay during Winter Term (at least one HLEC per house) to help maintain the health and safety of co-op members and the building, and to continue to help foster a sense of community. (If there are circumstances which make it impossible for an HLEC to stay during Winter Term, that HLEC can work with their co-HLEC, and the HC, to facilitate the election of a substitute HLEC for Winter Term. The substitute HLEC must be elected by the deadline set by the HC.)
15) Meet with the HC and WT Officers at least once before winter break to coordinate knowledge, resources, and initiatives.
16) Act as Cleanliness Coordinator for your house (establish a work chart or regular commandos to ensure house cleanliness), unless your house votes to have Cleanliness Coordinators. If the attached dining co-op is not operational during WT, coordinate commandos at the end of WT and as needed. Ensure that the kitchen facilities are returned to the dining co-op in a condition compatible with Health Code and OSCA/College cleanliness standards.
17) Inspect rooms when people move in and move out. Manage the Room Condition Report (RCR) form. Submit completed RCR forms to the OSCA office.
18) Fill out evaluations of the Housing Coordinator and Co-op Area Coordinator and always give feedback to help the HC and Co-op Area Coordinator help the HLECs.

End of the year
1) Participate in HLEC and HC appointments for the next year.
2) Help with housing closedown and check-out.
3) Revise this job description at the end of the year.
4) Save all electronic files relevant to your position on the OSCA computer server drive before the end of the year.

Qualifications

Experience in an OSCA co-op is required. Experience living in an OSCA house is highly desired.

Approved by the Personnel Committee