

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 hours in dining and housing
Payroll:	Stipend equal to \$2,400 per semester (less taxes)
Time Required:	40-60 hours/month (10-15 hours/week) during the semester (varies greatly); intense at the beginning and end of the year; on call 24/7
Responsible to:	House Membership, Housing Coordinator, Co-op Area Coordinator
Support People:	Housing Coordinator, Co-op Area Coordinator
Appointed by:	HLECs, Housing Coordinator
Sit on Appointments:	HLECs, 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 and ensure that the house functions in a cooperative and supportive fashion. 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; how to support house members and manage crises; how to maintain Life Safety policies, and how to complete paperwork that adequately meets College and OSCA expectations. Extensive training in all areas is provided.

Specific Responsibilities / Timeline

Spring of the year before:

- 1) Facilitate the first house meeting to conduct the room lottery and get to meet everybody.

Beginning of the year:

- 1) Arrive in mid-August for a week of student staff training. HLECs will attend OSCA-specific training conducted by the Housing Coordinator and appropriate resources as well as attending the Residential Education Training.
- 2) Distribute toiletries (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) Coordinate times for students to get their things from storage (if your house has storage). 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 through regular community building programs, and mediate conflicts as they arise. Hold regular house meetings to discuss house policy, house events, and to hear what house members would like to see in the house.
- 3) Seek appropriate assistance for house members undergoing emergencies, support house members undergoing emergencies/crises.
- 4) Communicate, clarify and model support of (and if necessary, enforce) OSCA, College and State regulations applicable to the co-op.
- 5) Serve as a fountain of knowledge – College, OSCA and otherwise.
- 6) Work with house elected positions:
 - Cleanliness Coordinators: Make sure Cleanliness Coordinators are elected at the first house meeting of the semester. Work with them to ensure weekly cleanliness inspections are successfully passed.
 - Treasurer: Elect a house treasurer and ensure they receive OSCA as well as SFC treasurer training. Coordinate with them to purchase things for the house as well as to keep the house stocked with essential toiletries.
 - Party planners/historians/etc.: If your house desires, elect fun positions like party planners or historians, and work with them to plan events and organize their responsibilities.
- 7) 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.
- 8) Inspect rooms when people move in and move out. Manage the Room Condition Report (RCR) form. Submit completed RCR forms to the OSCA office. Report internal room changes to the OSCA Membership Secretary and Business Coordinator as soon as possible after they occur, but within one week at the latest.
- 9) Maintain co-op security through appropriate use of the key box.
- 10) Stay on campus during some breaks (at least two current or former HLECs each break). Organize cleaning commandos at the end of breaks for those who stayed.
- 11) Submit monthly stipend reports to the President for presentation to the Board (September, October, November, December, February, March, April, May).
- 12) 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.
- 13) Keep up with Board proposals that affect housing.

Winter Term:

- 1) Either plan for at least one HLEC to remain in your house over Winter Term or appoint a Winter Term HLEC with the Housing Coordinator for your house. Either you or the WT HLEC will maintain safety and foster community over the month.
- 2) Create a winter term email list for those members staying in the house. Send this list to the OSCA Winter Term Membership Secretary
- 3) Organize winter term events and cleaning commandos.
- 4) Ensure that the kitchen facilities are returned to the dining co-op in a condition compatible with Health Code and OSCA/College cleanliness standards.
- 5) 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.

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 server 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