

Title:	Education & History Coordinator One Position – Fall/Spring
Work Credit:	Full hours in dining Choice of dining co-op
Time Required:	20-40 hours/month (5-10 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 & Training Coordinator, Education Committee
Support People:	Education & Training Coordinator, Membership Secretary, Education Committee, General Management Team
Appointed by:	outgoing Education & History Coordinator, Officers (1), Education & Training Coordinator
Sit on Appointments:	Education & History Coordinator, Education & Training Coordinator

General Responsibilities

- Document, catalog, and organize OSCA history as it happens; be knowledgeable about OSCA as an organization and OSCA's history and theory.
- Serve as a general resource and help Members, Staff, and Employees find information relevant to their interests and/or responsibilities regarding OSCA's past and present policies, practices, and procedure.
- Educate OSCA members about OSCA history, cooperative history, and cooperative theory & consensus. Work closely with co-op elected historians and the rest of the Education Management Team to do this.
- Work closely with and actively support the Education & Training Coordinator. As time and interest allow, collaborate on projects that the Education & Training Coordinator manages.
- 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closely with the Office Assistant and the Student Administrative Assistant(s) to maintain the OSCA library and other historical documents in the OSCA office.

Specific Responsibilities

Relationship with co-Education Coordinator

- 1) Become intimately familiar with the job descriptions and day-to-day responsibilities of your fellow EdCo. This will not only make things easier for everyone, but will also help to preserve institutional memory when a new EdCo is appointed.
- 2) For all major events (Iron Chef, NASCO Institute), meet with the Education & Training Coordinator and Operations Managers, the Treasurer, as well as any other relevant staff, to determine what specific tasks need to be done. Then, work closely with other staff to fulfill these tasks. At each step of the planning process (from brainstorming ideas to solidifying event details), update the President and/or Officers.
- 3) For New Member Training, the Training Coordinator will take the lead on the brainstorming, but both Education Coordinators should be present and lead Orientation Events.
- 4) Both Education and History Coordinators will equally coordinate admissions events, and prepare materials together; both will be at the meetings with the Admissions Office (if possible) and be involved in this relationship and process.
- 5) Both Education Coordinators should be very familiar with OSCA history.
- 6) Trainings for both positions should be communal: when an EdCo trains a replacement, both Education Coordinators must be present.
- 7) Communicate and delegate to ensure that no EdCo is working significantly more or less than another.

Meetings

- 1) Co-chair the Education Committee with your co-Education Coordinator. Help write the agenda and summarized minutes of committee meetings. Help organize and oversee committee projects.
- 2) Sit on the Education Management Team, meeting on the weeks that Education Committee does not meet with the Education & Training Coordinator and the Membership Secretary.
- 3) At least once a semester, convene with other Committee Coordinators at the Long-Range Planning Committee (LRPC) meeting to discuss overlap in their work.
- 4) Meet with all other committee heads to facilitate their participation in contributing to the educational materials you are creating for the membership. Keep these materials on the Education drive on the OSCA server so it can be passed down to future OSCAs holding this position. You should be educating the membership about all things OSCA -- so you will need to collaborate with other all-OSCA staff.
- 5) Meet with other committee heads in order to collaborate on and support each others' projects
- 6) Work closely with the NicSis Coordinator to connect them with resources and support and to educate OSCA members about NicSis.

Materials

- 1) Update the Owner's Manual during the summer. This is important so that small edits can be done each year, rather than doing a very large edit every few years.
- 2) 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.
- 3) Organize and write materials for the monthly OSCA publication. The Office Assistant will assist you with the publication. Each Education Coordinator should write one article per monthly newsletter, and reach out to alumni for the Alumni Picnic.
- 4) 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.
- 5) Perform regular OSCA website maintenance to check for accuracy of content.

History Awareness

- 1) Research and present OSCA history and theory to the membership.
- 2) Be familiar with the library resources.
- 3) Write at least one historical article for each monthly OSCA publication. Be aware that there are online resources for publication (specifically, as of 2017, co-op Tumblrs are very popular) and look into ways to utilize those platforms as a means of documenting history publicly and communicating history to readers of these online platforms.
- 4) Give regular presentations on OSCA history as needed, or at the discretion of the Board of Directors.
- 5) Give a presentation each semester on OSCA's history to the Board of Directors and OSCA staff at the Board Retreat.
- 6) Actively seek to improve the understanding of OSCA history in all co-ops by helping elected co-op historians present information in their co-op in the way that they see fit.
- 7) Work with DLECs, HLECs, and New Member Trainers to disseminate historical information to every co-op throughout the school year.
- 8) Work with the Education Committee and Historians to create cooperative history-related events for all of OSCA.
- 9) Act as a resource to elected co-op historians. Train elected historians on appropriate use of available historical resources.
- 10) Provide direction and resources as needed for individual co-op history projects.
- 11) Work with historians to create co-op specific historical resources for future years.
- 12) As Third World Co-op and Third World Social Justice Housing Co-op are not responsible for educating the rest of OSCA about their mission, contact the TWC DLEC and TWSJ HLEC(or other relevant persons) regarding what information they would like shared with other OSCA members.

History Documentation

- 1) Take photographs for the OSCA monthly publication, OSCA website, and other OSCA publications if you have a camera phone or other camera readily accessible.

- 2) Create new resources relating to OSCA history and the history of the cooperative movement.
- 3) Order new books, journals, and videos (contact Treasurer for library budget).
- 4) Gather news from other co-ops around the country and the world.
- 5) File Board packets carefully in a binder labeled with the appropriate semester.
- 6) Maintain the OSCA articles notebook, our collection of articles written in the *Oberlin Review* and other publications about OSCA.
- 7) Collect relevant historical documents from committee heads to preserve the committee's progress.

Alumni

- 1) Work with President and President-elect to coordinate Commencement Weekend Alumni Picnic and to create an Alumni Newsletter.
- 2) Maintain media relations with OSCA alumni through the OSCA Alumni Facebook page and other relevant social media.
- 3) Overall, maintain a consistent relationship with OSCA alumni to benefit current OSCA members, OSCA as an organization, and the alumni themselves (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.)
- 4) Work with the Oberlin Alumni Office and Career Center as needed.

Trainings

- 1) Help plan and lead all Orientation events.
- 2) Help train New Member Trainers (NMTs).

Miscellaneous

- 1) Be accessible to OSCA members by phone, email, office hours, or by appointment. It is strongly recommended to schedule at least 2 hours per week of office hours with the Education & Training Coordinator.
- 2) Check your email and mailbox in the OSCA office on a regular basis.
- 3) 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 EdCo, submit either a summary or full minutes of each of your committee's meetings to be included in the Board packet.
- 4) Write monthly activity reports and submit them to the Personnel Committee. The reports should include time spent on these activities.
- 5) 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.
- 6) Appoint and train the next Education & History Coordinator.
- 7) Revise this job description at the end of the year.
- 8) Save all electronic files relevant to your position in the Education drive on the OSCA server before the end of the year.

Timeline

Open-up and Orientation:

- 1) Arrive early on campus (see Business Coordinator for arrival date).
- 2) Plan and execute an OSCA scavenger hunt for new members.
- 3) Take pictures of orientation events for use in the OSCA monthly publication, alumni newsletter, and for general historical documentation purposes.
- 4) Assist the Education Management Team and other all-OSCA staff with their orientation events.

First Few Weeks:

- 1) Ensure that co-ops are electing historians. Get their names from DLECs or from "Lenny", the Google spreadsheet.
- 2) Work out your office hours (minimum 4) in coordination with the other Education Coordinators.
- 3) Familiarize yourself with the OSCA library, historical resources, and Board minutes. Continue to educate yourself about OSCA and cooperative history & theory.

- 4) It's recommended that you work with the Education & Training Coordinator to create a zine/pamphlet for distribution in the co-ops with information about staff (including employees), including their office hours, names, preferred gender pronouns, duties, etc.

September:

- 1) Begin filing away Board packets when the Board begins meeting.
- 2) Attend the Board retreat to give a presentation on OSCA history.
- 3) Begin working with co-op historians to help them plan projects and write articles for the OSCA monthly publication.
- 4) Consider giving presentations in the co-ops about their history, in coordination with elected co-op historians, the Education & Training Coordinator, or on your own.
- 5) Begin sitting on the Education Committee and other committees you sit on regularly.

October (Co-op Month):

- 1) Assist the Education & Training Coordinator in preparing co-op month events, possibly including Iron Chef.
- 2) Assist the other EdCo in preparing for the annual NASCO Institute conference in November.
- 3) Continue to be available in the OSCA office as a resource for co-op historians, all-OSCA staff & employees, and OSCA members.

November:

- 1) Consider attending NASCO. If attending, document the event with pictures and other historical documentation.
- 2) Review the holdings of the OSCA library and consider making purchases with the library budget to expand its offerings.
- 3) Conduct research online and elsewhere to learn of news from other co-ops around the country and the world. Document this history, especially if it relates to OSCA.

Early Spring:

- 1) As in September, ensure that co-ops are electing historians, consider making presentations to all of the co-ops, and work out your office hours for the semester.
- 2) Look back on fall semester. Consider documenting any historical events that occurred.

February:

- 1) Attend the Board retreat to give a presentation on OSCA history.
- 2) Continue sitting on the Education Committee and other committees you sit on regularly.

March:

- 1) Continue to help the other EdCo with projects, especially focusing on big upcoming events.
- 2) Be available in the OSCA office as a resource for co-op historians, all-OSCA staff & employees, and members.

April:

- 1) Conduct an extensive year-end review of the holdings of the OSCA library and consider making purchases with the library budget to expand its offerings.
- 2) As you approach the end of the year, ensure that OSCA history has been documented to its fullest, that our OSCA articles notebook is accurate, all Board packets are filed away, and the library is prepared for future easy access and use by all OSCA members.
- 3) Begin planning the OSCA Alumni Picnic with the President-elect and Education & Training Coordinator.

May:

- 1) Assist the President and President-elect with planning Alumni Weekend events, especially the OSCA Alumni Picnic. Help further with these events during Commencement/Reunion Weekend.

General Advice

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

Approved by the Personnel Committee