

Title:	Education & Training 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 & History Coordinator, Education Committee
Support People:	Education & History Coordinator, Membership Secretary, Education Committee, General Management Team
Appointed by:	outgoing Education & Training Coordinator, Officers (1), Education & History Coordinator
Sit on Appointments:	Education & History Coordinator, Education & Training Coordinator

General Responsibilities

- 1) Work to coordinate training of new OSCA members along with the New Member Trainers, Education Committee, the Education & History Coordinator, and the Membership Secretary.
- 2) 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.
- 3) Work closely with and actively support the Education & History Coordinator. As time and interest allow, collaborate on projects that the Education & History Coordinator manages.

Specific Responsibilities

Relationship with co-Education Coordinators

- 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 (OSCA Prom, Iron Chef, NASCO Institute), meet with the Education & History Coordinator and Operations Managers, 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.
- 3) For admissions, alumni relations, and New Member Training, the Training Coordinator will take the lead on the brainstorming, but both Education Coordinators should be present at the meetings with the Admissions Office (if possible) and be involved in this relationship and process.
- 4) Both Education Coordinators should be very familiar with OSCA history.
- 5) Trainings for both positions should be communal: when an EdCo trains a replacement, both Education Coordinators must be present.
- 6) Communicate and delegate to ensure that no EdCo is working significantly more or less than another.

Trainings

- 1) Train the New Member trainers at the beginning of each semester.

- 2) Coordinate large-scale new member trainings at the beginning of each semester.
- 3) Revise training topics each year.
- 4) Ensure that new member trainers are continuing to train new co-ops throughout the semester.

Meetings

- 1) Co-chair the bi-weekly Education Committee with your co-Education Coordinator. Help write bi-weekly 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 & History Coordinator and the Membership Secretary.
- 3) Sit on Accessibility Committee.
- 4) At least once a semester, convene with other Committee Coordinators at the Long-Range Planning Committee (LRPC) meeting to discuss overlap in their work.
- 5) Recommended: Coordinate with the other EdCo to decide who will sit on the LRPC.

Admissions

- 1) 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.
- 2) Create and update materials for the Admissions Office and organize events during "All Roads Lead to Oberlin" in April.
- 3) Attend campus tour guide trainings to answer questions and provide information about OSCA.
- 4) Train interested OSCA members to facilitate OSCA Tours for All Roads Lead to Oberlin, Access Oberlin, and campus visit days. Coordinate OSCA tours with Admissions Office staff.
- 5) Otherwise work to make sure the Admissions Office is promoting OSCA appropriately.

Alumni

- 1) Work with the Education & History Coordinator as needed.

Materials

- 1) 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.
- 2) Update the Drug & Alcohol Policy brochure at the beginning of each semester.
- 3) 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.
- 4) Produce a yearly alumni newsletter in coordination with the Education & History Coordinator.

Miscellaneous

- 1) Assist with all OSCA events as needed.
- 2) 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.
- 3) 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 & History Coordinator.
- 4) Check your email and mailbox in the OSCA office on a regular basis.

- 5) 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.
- 6) Write monthly activity reports and submit them to the Personnel Committee. The reports should include time spent on these activities.
- 7) 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.
- 8) Appoint and train the next Education & Training Coordinator.
- 9) Revise this job description at the end of the year.
- 10) 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 date).
- 2) Work on training programs and prepare resources for new members.
- 3) Ensure all New Member Trainers are trained before they have to train new members.
- 4) Work on preparing other resources for returning members, parents, admissions, and visitors.
- 5) Participate in college Resource Fairs and organize other OSCA members to also participate.
- 6) Assist other staff with orientation events as appropriate.

September:

- 1) Ensure all new members of OSCA are trained.
- 2) 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.
- 3) Meet with the Admissions Office to introduce yourself and lay the groundwork for your work with them throughout the year.

October (Co-op Month):

- 1) Celebrate co-op month!
- 2) Begin outreach to Alumni if you haven't already.

November:

- 1) Begin planning the alumni newsletter.
- 2) Ensure co-ops elect New Member Trainers for the following spring.

February:

- 1) Ensure all new members of OSCA are trained.
- 2) 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.
- 3) Write and solicit articles for the alumni newsletter.
- 4) Communicate with the admissions office about All-Roads events.

March:

- 1) Finalize the alumni newsletter and submit to the Financial Manager.
- 2) Submit OSCA admissions events to Oberlin College (the Business Coordinator will send you the proposed schedule from the college when it is time).
- 3) Appoint and begin to train your replacement.

April:

- 1) Begin planning the alumni picnic with the President-elect and Education & History Coordinator.
- 2) Make sure All Roads events run smoothly.
- 3) Revise the New Member Trainer job description; ask co-ops to elect New Member Trainers for the fall after the lottery.

May:

- 1) Coordinate the alumni picnic!

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