

Title:	Housing Coordinator
Work Credit:	Full hours in dining and housing Choice of housing and dining co-op
Payroll:	Stipend equal to \$2,400 per semester (less taxes)
Time Required:	40+ hours/month (10 or more hours/week during semester); intense at the beginning and end of the year
Responsible to:	OSCA Board, HLECs, Housing Membership
Support People:	President, Co-op Area Coordinator, OC Assistant Dean of Residential Education & Dining Services
Appointed by:	Housing Coordinator, President, Membership Secretary, HLECs, Sexual Offense Policy Advocate (1)
Sit on Appointments:	Housing Coordinator, HLECs, Sexual Offense Policy Advocates

General Responsibilities

- 1) Ensure that the health and safety regulations of Oberlin College, OSCA, and Ohio are followed in the co-op houses (currently Harkness, Keep, Old Barrows, and Tank).
- 2) Act as a support person for HLECs and Housing Members.
- 3) Work mainly with the Co-op Area Coordinator and the HLECs to make sure that communities are functioning happily and cooperatively and that all paperwork is kept and filed appropriately.
- 4) Work towards long term or other all-OSCA housing projects as they arise for the betterment of the housing communities, relations between OSCA and the College, etc.
- 5) Work closely with and assist the OSCA/OC Liaison (during Rent Contract years) to make sure College policies are being followed on the housing level and in conveying information between OSCA and Oberlin College.

Specific Responsibilities / Timeline

Spring of the year before:

- 1) Sit on Appointments Committee to assist in the selection of the HLECs.
- 2) Become familiar with the Residential Services Department, and the OSCA/College Rent Contract.
- 3) Work with the Co-op Area Coordinator before the end of the year or during the summer to construct a training schedule for the HLECs that should include basic student staff training as well as special OSCA-oriented sections (e.g., facilitation, meet the OSCA General Management Team, etc.).
- 4) Complete or assist with end of the year closing and final inspections.
- 5) Update the Cleanliness Inspection forms as needed.

Beginning of the year:

- 1) Arrive at least two days before the HLECs have to arrive for student staff training to prepare OSCA-oriented training with the Co-op Area Coordinator.
- 2) Attend and/or co-facilitate all of the HLEC training.
- 3) In coordination with the Co-op Area Coordinator, train all of the house elected positions (e.g. maintenance, programmers, cleanliness coordinators, treasurers, fire chiefs).

- 4) Order toilet paper, paper towels, and soap from the College stockroom and make sure they are delivered before Orientation begins. Follow up with the HLECs to make sure items are distributed throughout the house.
- 5) Perform inspections (two days before Orientation begins) and assign commandos as needed to ensure house cleanliness before Orientation.

Throughout the year:

- 1) Conduct housing inspections once a week.
- 2) Check your mailbox in the OSCA office on a regular basis.
- 3) Be accessible to OSCA members by phone, email, office hours, or by appointment.
- 4) Attend Residential Education & Dining Services and Services luncheons once a week.
- 5) Co-chair the OSCA Housing and Membership Committee.
- 6) Attend the semesterly Board retreat.
- 7) Attend Board meetings relevant to your position.
- 8) Sit on and attend weekly General Management Team meetings.
- 9) Sit on the Accessibility Committee when requested to attend by the Accessibility Committee Coordinators.
- 10) Attend Grievance Committee meetings as necessary.
- 11) Submit monthly stipend reports to the President for presentation to the Board (September, October, November, December, February, March, April, May).
- 12) Coordinate an OSCA booth for the on-campus College housing fair and other informational sessions pertaining to housing during All Roads Lead to Oberlin.
- 13) Notify the Chair of the Board about upcoming events for advertising in the Board packets.
- 14) Ensure that Fall and Spring clean-ups are completed in the housing co-ops.
- 15) Ensure that two HLECs are staying over Fall and Spring breaks.
- 16) Ensure that HLECs are staying over Winter Term, or that the house elects a substitute HLEC. Set a deadline for the election of substitute HLECs. Meet with the WT Officers and WT HLECs at least once before winter break to coordinate knowledge, resources, and initiatives.
- 17) Stay until the last possible moment before breaks when students leave College buildings for the duration of the Winter vacation. During this time, the HC and Co-op Area Coordinator should inspect all the rooms for life safety hazards, may assess damages to public areas, and will submit reports to the HLECs and others as necessary. The HC should also stay a few days after the HLECs leave to deal with RCRs (room condition reports) and key audits with the Co-op Area Coordinator. If the HLECs leave before duties are completed, then the HC will finish remaining duties.
- 18) Conduct evaluations of the HLECs, giving appropriate feedback to the HLECs before the end of the first semester.
- 19) Chair the Appointments Committee to help select the next HC and HLECs.
- 20) Serve as a link between the HLECs, all-OSCA, and Residential Education & Dining Services and Services. Ensure that housing issues are addressed on the all-OSCA level.
- 21) Meet with the OSCA President and OSCA/OC Liaison (during Rent Contract negotiation years).
- 22) Educate the OSCA members in the houses about policies regarding cleanliness and maintenance of facilities.
- 23) Coordinate regular walk-throughs of the houses.
- 24) Address chronic maintenance problems in the co-ops.
- 25) In the event that any HLEC unexpectedly resigns from their position, the Housing Coordinator will step in to fill the vacancy, acting as a temporary HLEC until the appointment of a new HLEC. In this capacity, the Housing

Coordinator will at minimum help facilitate necessary house meetings, post their contact information in the house, and be available as a support person to housing members. PerCo and the HC will work out other logistical details as needed.

26) Appoint and train your replacement.

27) Revise this job description at the end of the year.

28) Submit a year-end report at the end of your term as a GMT member (see continuing policy for specific details on the structure of your report).

29) Save all electronic files relevant to your position on the OSCA computer server drive before the end of the year.

30) At the end of the year, coordinate housing closedown with the HLECs.

31) Be available during the summer to deal with any RCR appeals.

Qualifications

- Experience living in an OSCA co-op or serving as a support person in a Res. Ed. dorm is strongly preferred and recommended.
- Experience as an HLEC is highly desirable.
- Experience dining in OSCA is required.

Approved by the Personnel Committee