

Title:	OSCA/College Liaison <i>This position is active only during years of scheduled Rent Contract negotiation between OSCA and Oberlin College (currently every three years).</i>
Work Credit:	Full hours in dining Choice of housing and dining co-op
Payroll:	Stipend equal to \$1,200 per semester (less taxes) during Rent Contract negotiations years only
Time Required:	8-11 hours/week in the Fall, 13-23 hours/week in the Spring (intense at the end of the year)
Responsible to:	OSCA Board, General Membership, President, Rent Contract Negotiation Team
Support People:	Officers (all), Rent Contract Negotiator At-Large, College Liaison, OSCA Board, GMT, Long Range Planning / Rent Contract Committee
Appointed by:	Officers (all)
Sit on Appointments:	none

General Responsibilities

The OSCA/OC Liaison's main job in is to act as a liaison between Oberlin College and OSCA during Rent Contract Negotiations. This means making sure the College understands how OSCA is set up and where OSCA is coming from, and educating OSCA about what the College expects and where the College is coming from. This also means being a resource for Oberlin College about OSCA's structure. The Liaison will be central to the planning, writing, and negotiation of the Rent Contract, conducting the research necessary to create the language, investigating issues of compliance within both the College and OSCA, clarifying mutual understanding, and helping both parties to arrive at reasonable compromises. The OSCA/OC Liaison's other important jobs are general documenting and organizing – keeping two copies of everything, making sure minutes are taken at important meetings, planning meetings, writing agendas, and in general ensuring that lack of information or poor organization are never problems. The Liaison also works alongside the President to plan for OSCA's future.

Specific Responsibilities / Timeline

Spring of the year before:

- 1) Get well trained by the President – discuss major issues that have come up over the interim period and what the membership's response to those issues has been and what the relationship with the College is like.
- 2) Begin familiarizing yourself with the Rent Contract and the Board Manual, particularly the Bylaws and continuing policies. The current Chair of the Board and President should be of assistance here.
- 3) Begin going through old negotiating documents, both on paper and in the OSCA account, and learning everything you can about them.
- 4) Meet with the Officers-elect and begin strategizing on how you want to organize negotiations the following year, including how and when you will appoint the Rent Contract Negotiator At-Large.
- 5) Introduce yourself to the people you'll be negotiating with at the Office of Residential Education & Dining Services. In particular, you should visit several meetings between ResEd and OSCA officials, and introduce yourself to the College Liaison.

- 6) Figure out what your stress-relievers are: running, watching kung-fu movies, heckling the OSCA Officers, playing the harpsichord, etc.

Beginning of the year:

- 1) Contact the Officers to meet and get organized for the semester and to continue your discussions about how to negotiate. If the Rent Contract Negotiator At-Large has not already been appointed, ensure that the position is filled soon. Filling this position will round out a Rent Contract Negotiation Team, who you will meet with regularly both in negotiations and for outside meetings.
- 2) Immediately get in touch with the College Liaison to establish a timeline for beginning negotiations, the sooner the better as the process always runs into finals of Spring semester.
- 3) Discuss, and implement, a plan for ensuring that the perspectives and opinions of OSCA membership are well represented in some fashion in Rent Contract discussions. You can create a Rent Contract Advisory Committee to take Rent Contract issues to the membership, you can work with the Long Range Planning Committee as the President and Chair of the Board see fit, or any other mechanism as needed.
- 4) Attend the Board Retreat at the beginning of each semester. In the Fall, give a presentation on the structure of the Rent Contract and educate Board Reps about negotiations process. In the Spring, include in your presentation information on how negotiations have been proceeding.
- 5) With the Rent Contract Negotiating Team, create a 'List of Priorities' that details the key issues and parts of the Contract that should be addressed over the course of negotiations. The College will also present their own List of Priorities and these documents will form the base of beginnings of negotiations.

Throughout the year:

- 1) Know the College-OSCA Rent Contract. Make sure both the College and OSCA are meeting the responsibilities under the contract, and coordinate actions to correct things when this isn't true. Re-read portions of the Rent Contract and Continuing Policy frequently as new issues come up so that the information is fresh in your mind.
- 2) With the President, schedule Negotiating Meetings with the College. Assure that negotiations are proceeding in a timely fashion as you move into Spring semester.
- 3) Communicate with the College Liaison about scheduling, agendas, and documentation.
- 4) Have a member of your negotiation team take minutes at negotiating meetings, if both parties agree to this. Furnish your team with copies of the meeting agenda and make sure all OSCA proposals are shared with both parties at the appropriate times during meetings.
- 5) Retain, make copies, and organize all Rent Contract documents. A larger binder seems to be the trend-setter for fashionable organization in negotiations. You win the negotiations if your binder is larger than OC's.
- 6) Assist other GMT members and OSCA Staff with any projects related to Rent Contract obligation or interaction with the College, as necessary and as you have time for.
- 7) Have meetings with College Staff individually or in groups as needed. You and the College Liaison may find it useful to meet one-on-one to follow up on discussions held in other meetings. Other College Staff may have information or advice. It may be useful to schedule adjunct meetings outside of negotiations on issues not directly related to the process. You will play a role in scheduling these meetings and assuring that the relevant all-OSCA and College Staff are present.
- 8) Work closely with the Long-Range Planning Committee and LRPC Chair (President or Chair of the Board) to develop long term plans for OSCA as needed. Be ready to consult sources outside of OSCA or even the College in your endeavors. Be creative and active in your research!
- 9) Ensure that OSCA is represented at all relevant ResEd committees.
- 10) Attend GMT meetings once a month and when requested as a guest. Sit on the Board when requested to provide updates on negotiations and also in an advisory capacity.
- 11) Sit on the Accessibility Committee when requested to attend by the Accessibility Committee Coordinator. Attend other relevant all-OSCA committee meetings, as needed.

12) Check your mailbox in the OSCA office on a regular basis.

13) Be accessible to OSCA members by phone, email, office hours, or appointment.

14) Maintain visibility in the co-ops by eating meals and attending activities. Consider giving a Rent Contract presentation in the co-ops. Another option to consider is organizing a panel on Rent Contract issues later in the year with the Rent Contract Negotiation Team to answer questions and concerns.

15) Submit monthly stipend reports to the President for presentation to the Board (September, October, November, December, February, March, April, May). The reports should include time spent on these activities.

End of the Year:

- 1) Submit a year-end report (see continuing policy for specific details on the structure of your report).
- 2) Revise this job description at the end of the year.
- 3) Save all electronic files relevant to your position on the OSCA server before the end of the year.
- 4) Organize the Rent Contract documents from the course of the year so that the next OSCA/OC Liaison can figure out what happened three years later.

Qualifications

Experience in an OSCA leadership position required. (This could be any all-OSCA position, DLEC, HLEC, or Board Rep.) Experience living in a co-op recommended.

General Advice

- If you have time over the previous Summer, continue your reading and discussion with the OSCA Officers, and get a head start on your start-of-the-year duties. You may also read about negotiations and the skills required to succeed during them, as it may be new and unfamiliar territory.
- If possible, contact the members of the last Negotiation Team and ask for some candid advice about what goes on in the negotiating room.
- Be active on the Board! Keep the Board generally informed about the negotiations, and remember the intricate relationship between the Board and negotiation activity – implementing some major policy changes may require both entities.
- Ask other Staff – especially the other Officers – as many questions early on as possible to gain a complete understanding of OSCA's inner workings.
- If you feel overwhelmed at the beginning of the year, don't worry! Negotiations and all of the aspects of your job will soon become second nature, and many past members of negotiation teams are available for questions.

Approved by the Personnel Committee