

Title:	Sexual Harm Information Liaison Three Positions – Fall/Spring (2) and Spring/Fall (1)
Work Credit:	Full dining Choice of dining co-op
Payroll:	Stipend equal to \$1,200 per semester (less taxes)
Time Required:	40-48 hours/month (10-12 hours/week) at the beginning of each semester and 20-28 hours/month (5-7 hours/week) during the year. Hours may vary throughout the semester depending on the situations a SHIL is asked to respond to. SHILs should be available to respond to a situation as much as possible.
Responsible to:	President, Membership Secretary
Support People:	HLECs, DLECs, Membership Secretary, Co-op Area Director, Accessibility Committee Coordinators
Appointed by:	Sexual Harm Information Liaisons, Membership Secretary, Accessibility Committee Coordinators (1), Housing Coordinator, HLECs
Sit on Appointments:	Sexual Harm Information Liaisons, Accessibility Committee Coordinators, Housing Coordinator

General Responsibilities

The job of the SHIL is to be an advocate for members of OSCA regarding matters of sexual misconduct. SHILs may only take official action on issues relating to sexual misconduct as stated in the OSCA policy on procedures for sexual misconduct within OSCA.

The primary job of the SHILs is to help OSCA members deal with issues concerning sexualized violence. The SHILs should be prepared to support the reporting party before referring them to a fully trained counselor or other supportive environment, should the reporting party so desire. SHILs are not an alternative to the College Counseling Center or any other professional resource. SHILs may be asked to help OSCA members through the College's judicial process and other processes, and should be prepared to do so. Secondary responsibilities include self-education, support education, and maintaining accessibility.

It is the responsibility of the SHILs to equally promote their own services and those available through the College:

- 1) OSCA liaison to College groups dealing with sexual assault and sexual health issues (e.g. Sexual Information Center, Office of Equity, Inclusion, and Diversity).
- 2) OSCA sexual policy educator (frequent research and distribution of literature, etc.)
- 3) Director of OSCA policy on procedures for sexual misconduct within OSCA (e.g. speakers, brochures, article writing for Campus Publications, etc.)
- 4) Participate in and organize OSCA's 24/7 on-call support system for the OSCA membership. SHILs should organize themselves in the way they see most effective – such that at least one SHIL is on call at all times. If the three SHILs are not all on-call all the time, they should ensure that their contact system remains efficient and understandable (i.e. one google number for all). On-call SHILs will be available by phone. All SHILs should also be reasonably responsive to e-mail.

Focus Areas

At all times, at least one SHIL will remain on call for initial support, policy action, as well as all other specific responsibilities listed below. All SHILs will have the following focuses:

- 1) SHILs (or a designated SHIL) will be in close contact with the OSCA Membership Secretary, HLECs, DLECs, Housing Coordinator, Resident Director, or any other all-OSCA position.
- 2) SHILs (or a designated SHIL) will be in close contact with the College Sexual Misconduct Policy Title IX Coordinator, the Resident Directors, and any other Office of Residential Education & Dining Services or College position.
- 3) SHILs (or a designated SHIL) will be in close contact with on-campus groups like the Sexual Information Center, the Multicultural Resource Center, and any other group that is concerned with issues of sexual health, sexualized violence, or sexuality.

SHILs will assign focus areas among themselves, each semester, according to their interest.

Specific Responsibilities

SHIL Training

- 1) Near the beginning of each semester, SHILs should hold an educational meeting on College policy, support skills, self-care skills, and SHIL work in general. Efforts should be made to include former SHILs in this meeting, especially if, for some reason, there are no continuing SHILs. This meeting should preferably be held before SHILs are on-call.
- 2) Incoming SHILs should receive all other required trainings between the date of their appointment and before beginning their term. Spring-Fall continuing SHILs must repeat all required trainings before returning the Fall. (See OSCA President for training confirmation document.)
- 3) The training confirmation document must be on file in the OSCA office prior to SHILs beginning their work.

Timeline

Beginning of academic year:

- 1) SHILs must arrive on campus with the rest of the pre-orientation Staff to begin self-education work and to complete their training workshops. This would be ideally finished before end of Orientation, so that the SHILs may set up beginning of the year workshops for freshmen, HLECs, and returning co-ops and start being on-call.
- 2) Train HLECs regarding the OSCA Policy on Procedures for Dealing with Sexual Misconduct within OSCA and supporting house members who may encounter or have encountered sexualized harm.

Within the first month of each semester:

- 1) In their first semester, all incoming SHILs will be required to complete a series of workshops arranged with the College. These workshops include, but are not limited to, a session with the Director of Safety and Security regarding the Clery Act, a session with the Office of Equity, Inclusion, and Diversity regarding Oberlin College's Sexual Offense Policy, and The Nord Center regarding support skills and advocacy. Proof of completion must be submitted to the OSCA office.
- 2) Educate the OSCA community about the policy and about the issues surrounding sexualized harm.
- 3) Go to all the co-ops and introduce themselves and explain the functions of the policy and the role of SHILs within OSCA.
- 4) Go to the housing co-ops and give an informational workshop/training about sexualized violence, the OSCA policy, and the role of the SHIL.
- 5) Advertise in each co-op their contact information, their system of organization, a list of their duties, and a list of contact information for other resources. The posted information should include the OSCA policy; the College policy; resource lists for survivors on and off campus and anything else that is relevant to issues of sexualized violence. Be prepared to handle situations outside their office hours.
- 6) Be sure that the above-mentioned posted information stays updated and accessible.

- 7) Coordinate between themselves to ensure that one SHIL is always on campus when classes are in session. During the fall, thanksgiving, winter term, and spring breaks, coordinate to ensure that at least one SHIL will be on call via phone and/or email. SHILs are also responsible for coordinating between themselves to make sure that one SHIL is always free from the influence of drugs or alcohol while on campus or while on call off campus. It is the responsibility of the SHILs to advertise additional available break resources at least one week before these breaks occur.
- 8) Meet with and introduce themselves to the College Sexual Offense Policy Administrator, Resident Directors, Counseling Center Director, Dean of Students, and the Director of Safety and Security.

Throughout the year:

- 1) Work with the Membership Secretary to arrange co-op switches while maintaining sensitivity to confidential information. Only the name of the member, the name of the current co-op, and future co-op preferences will be shared.
- 2) Conduct an ongoing critical evaluation of the policy and report any problems or glitches to the Board, with suggestions for change.
- 3) Sit on the Appointments Committee to assist in the selection of new SHILs.
- 4) Train the new SHILs on the history of the policy and its intricacies.
- 5) Responsible for providing a training manual for the SHILs that should include information about the meaning of some parts of the policy, the legal ramifications of the policy, a list of resources available to the new SHILs, a history of the passing of the policy (including concerns of OSCA members and college administrators), procedures for specific actions stipulated by the policy (e.g. emergency single), and anything else they deem important.
- 6) Hold two weekly office hours in a confidential space accessible to OSCA members. If the office hours are not held in the OSCA office, the location should be advertised with their contact information.
- 7) Be familiar with the Responsibility to Report and follow the guidelines set by the College.
- 8) Maintain a list of new students who have been trained by the SHILs in “preventing and responding to sexualized misconduct (PRSM)” or equivalent workshop; provide said list to the College Title IX Coordinator.
- 9) Meet periodically (monthly, bi-monthly) with the College Dean of Students, Dean in charge of the on-call system, Resident Director for co-ops, Sexual Offense Policy Title IX Coordinator, and the Director of the Counseling Center. These relationships should be maintained in the case of a situation where a SHIL may need to interact with these individuals.
- 10) Submit monthly stipend reports to the President for presentation to the Board (September, October, November, December, February, March, April, May).
- 11) Revise their job description at the end of the year.
- 12) Save all electronic files relevant to your position on the OSCA server before the end of the year.

General Advice

- SHILs should have knowledge of and/or experience with one or all of the following: advocacy, sexual education, issues surrounding sexualized violence, and active listening. All SHILs must make themselves thoroughly familiar with this policy and with its history, with the College policy and with legal counseling resources both on and off campus. A SHIL cannot simultaneously be a SHIL and a College policy advocate.
- SHILs should have a thorough understanding of their own personal boundaries. They may need to decide what times are appropriate to not answer a phone call (for example, during a presentation, in a concert, etc.) and what times they are available to respond to individuals or groups. They should work to maintain self-care, as they are unable to support others if they have not taken care of themselves.

Approved by the Personnel Committee