

**AMERICAN FILM INSTITUTE
JOB DESCRIPTION**

POSITION: Coordinator, Office of the Dean
DEPARTMENT: AFI Conservatory
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Coordinator, Office of the Dean, AFI Conservatory is responsible for all administrative matters pertaining to the Dean's Office, with sensitivity to the issues of accuracy and confidentiality.

PRINCIPAL DUTIES:

- Provide all core administrative functions to the Office of the Dean, AFI Conservatory, which includes basic project management functions.
- Assist with the flow of communications and materials in the Dean's office across all AFI Conservatory Departments including standing meetings, committee meeting dates, and necessary information regarding policy discussions.
- Support the administrative needs of the Dean's Office including answering phones, maintaining the Dean's calendar and contacts, arranging logistics for guests visiting campus, drafting correspondence, and reviewing and distributing materials.
- Communicate policies for efficient workflow through the Dean's Office to other AFI Conservatory and Institute departments.
- Coordinate the Dean's schedule and travel arrangements; ensuring meetings and events are scheduled, notated, and appointments confirmed.
- Update and disseminate the AFI Conservatory calendar, as appropriate.
- Prepare Travel Request and Authorization, Expense and Reimbursement reports, order and maintain office supplies, subscriptions, purchase orders, and maintain department files.
- Respond in an informed, positive, customer-service related attitude towards all guests to the Dean's Office.
- Provide administrative support to Discipline Heads as it correlates to the responsibilities of the Dean's Office (e.g., faculty interviews, meeting invites, meeting logistics and communication).
- Liaise with the IT team to update and maintain the Dean's computer, troubleshoot email and/or phone issues.
- Liaise with AFI Conservatory staff and the Communications team to review/prepare materials for the Dean's approval (e.g., creative materials, press releases, Save the Date emails, announcements, etc.).
- Assist and contribute in the coordination of all aspects of conferences, meetings and events, including recording minutes and generating post-event wrap reports.
- Maintain hardcopy and digital files of meeting materials and presentations.
- Assist the AFI Conservatory teams as needed to support special project activities.

- Organize meetings and communication with the Board of Trustees Conservatory Committee.
- Act as a mediator for Fellow and Alumni interaction with the Dean.
- Prepare background materials on all HLMS, seminar and AFIC guests.
- Liaise with Fellow Affairs regarding Fellow attendance, invite list and RSVPs for Dean's weekly meetings with Fellows.
- Prepare background materials on each Fellow and coordinate meeting logistics (e.g., coffee, catering, etc.).
- Order and maintain pantry supplies (e.g., coffee, cream, paper goods, etc.) and provide light housekeeping as needed.
- Collaborate with and assist the Special Events team on AFI Conservatory events.
- Collect and review faculty timesheets and Reimbursement Summaries for the Dean's approval.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum three years experience as an Administrative or Executive Assistant performing a broad spectrum of core office functions for a senior-level executive.
- Exceptionally detail oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Can work independently while being an integral member of a high-functioning team.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management, organizational, and multi-tasking skills coupled with the ability to work independently and with minimal supervision.
- Strong diplomacy skills and consistent professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion at all times.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results-oriented team.
- Excellent computer skills with strong knowledge in Microsoft Word, Excel, Outlook and PowerPoint, as well as Apple Keynote, using the Macintosh platform; knowledge of Adobe Photoshop and Premier a plus..
- Capacity to thrive in the exciting, ambitious, future-oriented environment of a world-class institution and to respond effectively to changing needs and priorities.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.