

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Coordinator, Campus Facilities
DEPARTMENT: Administration/Campus Facilities
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Coordinator, Campus Facilities is responsible for the administration of services and processes that support campus operations, including but not limited to the processing of driver and messenger requests, parking reservations, room requests and the monitoring and distribution of all AFI parking decals. In addition, the position works closely with the Manager, Campus Facilities on the campus wide scheduling of all internal and external events, acts as a lead member of the AFI Safety Program, and provides oversight of the AFI Service Center.

PRINCIPAL DUTIES:

- Process all staff driver requests for film deliveries, pick-ups and messenger services, coordinating delivery and pick-up of packages as required.
- Process Fellow and alumni room requests and assist with general inquiries regarding facility usage (e.g., availability, hours, etc.)
- Assist with all on campus events (e.g., Alumni events) and off campus special events (e.g., LAA, AFI Fest, etc.) as required.
- Assist in the preparation and completion of materials and facilities for staff meetings.
- Submit and monitor staff and faculty parking reservations to Campus Security.
- Maintain a tracking system for the issuance and identification of parking decals to staff, faculty and Fellows.
- Report any Facility issues (e.g., plumbing, lost keys, etc.) to the Manager, Campus Facilities or Physical Plant Operations team.
- Relieve Campus Information Center employees as needed.
- Act as a lead member of the AFI Safety Program and assist with the execution of emergency evacuation drills as needed.
- Process all outgoing mail, using approved USPS postage equipment.
- Process all UPS and FedEx packages.
- Sort and distribute all incoming mail and packages.
- Track, trace, and resolve any mail and/or package receipt or delivery issues with USPS, FedEx and UPS.
- Monitor postage usage and procure and maintain adequate funding for processing.
- Order and maintain inventory of service center supplies and equipment.
- Provide training to staff, faculty and/or Fellows on proper use of equipment as needed.
- Perform basic quality inspections of Service Center and other leased equipment on campus, scheduling maintenance service as needed.
- Perform minor maintenance of equipment to include replenishing paper trays as needed.

- Coordinate with Finance on departmental access codes for copiers.
- Coordinate with Human Resources to maintain and update mailbox labels for departments and/or staff.
- Order and maintain inventory of AFI stationery, as well as coordinate the distribution of new stationery and recycling of the old.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum two years prior Facilities experience.
- Minimum two years experience with Pitney Bowes Mail Management Systems or similar mail center operations and a working knowledge of standard office machines and copiers.
- Must possess a valid California Driver's License and a clear DMV driving record.
- Highly developed customer services skills with the ability to establish and maintain rapport with internal and external contacts in an academic and professional environment.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- 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.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision and appropriate follow up and reporting activities.
- A flexible team player that can problem solve and calmly manage high volume, last minute requests and assignments under pressure.
- Personal integrity and the ability to inspire confidence and trust.
- Excellent computer skills with strong knowledge of Word and Excel in Mac environment.
- Must be available to work some evenings and weekends and be available by personal cell phone during non-office hours for time sensitive, business-related communications.
- Good knowledge of Los Angeles freeways and surrounding roadways.
- Ability to lift a minimum of 20-30 lbs.