

## **AMERICAN FILM INSTITUTE JOB DESCRIPTION**

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**POSITION:** Director, Fellow Affairs  
**DEPARTMENT:** AFI Conservatory  
**LOCATION:** Los Angeles Campus

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### **PRINCIPAL RESPONSIBILITIES:**

The Director, Fellow Affairs provides administrative leadership and operational management for the Office of Fellow Affairs, and co-curricular support and programming for AFI Fellows and the Conservatory community. The Director, Fellow Affairs is responsible for developing and fostering an inclusive and supportive Fellow Affairs environment that promotes equity and is respectful of confidentiality in serving the diverse community of AFI Fellows. The Director, Fellow Affairs also serves as the Title IX Coordinator for the Conservatory, ensuring institutional compliance and serving as the liaison for Fellow conduct and judicial matters.

### **PRINCIPAL DUTIES:**

- Formulate and interpret Fellow Affairs policies and procedures to ensure compliance with State and Federal laws, AFI policies, regional accreditation standards and other established criteria.
- Serve as Title IX Coordinator and ensure the Conservatory's compliance with Title IX and related requirements, includes coordinating investigations, implementing regulations, and maintaining all records.
- Develop and maintain a culture of advocacy, support, and confidentiality that facilitates Fellow engagement in Conservatory programs, and provide guidance to Fellows consistent with AFI policies and all relevant laws, regulations, and standards.
- Coordinate judicial affairs for matters related to the Conservatory Fellow Code of Conduct.
- Collaborate with Human Resources on any Title IX issues involving staff or faculty members.
- Advise and counsel faculty and staff on Fellow matters, Fellow-faculty-staff conflict resolution and related matters; this includes collaborating with Human Resources on Fellow-faculty-staff related issues.
- Manage formal mental health support for all Fellows; coordinate and oversee scheduling of onsite counseling services.

- Participate in continuous improvement efforts in the Conservatory related to quality in academic and co-curricular programs, and contribute to the execution and maintenance of learning assessment and program review processes.
- Advise and support Fellows in selection of appropriate health insurance coverage and maintain verification and record of Fellow insurance coverage.
- Facilitate the Fellows Advisory Committee and coordinate channels of communication for Fellows to provide feedback, comments, concerns or suggestions to AFI, and coordinate Fellow participation and representation in key AFI Conservatory committees.
- Serve as the Conservatory point of contact with Fellows following their admission and prior to matriculation.
- Develop and conduct programming for new Fellow orientation.
- Participate in research and reporting of Fellow retention and persistence to graduation.
- Communicate with key AFI personnel and appropriate staff and departments on Fellow activities and events, and assist in the coordination of updates on Fellow achievements, noteworthy activity and awards.
- Provide thorough documentation and reports on all matters related to Fellow Affairs.
- Provide Bi-Weekly Program Status Report to the Vice Dean, Academic Affairs.
- Serve as a member of AFI's Safety Committee.
- Perform other duties and responsibilities as assigned.

#### **EXPERIENCE/SKILLS REQUIRED:**

- Bachelor's degree in counseling, student affairs, higher education or related field required; Master's degree preferred.
- Minimum five years experience in student affairs.
- Minimum five year's experience in educational, academic, professional training and/or apprenticeship programs.
- Experience in all aspects of Title IX compliance, including experience in student conduct and judicial affairs.
- Strong leadership, time management and multi-tasking skills.
- 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.
- Ability to work independently with minimal supervision while also being an integral member of a high-functioning team.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.

- Strong skills in examining operations and procedures, formulating policy and developing and implementing new strategies and procedures.
- Strong analytic and problem solving skills and the ability to effectively apply these to a diverse set of issues.
- Proven project management skills with the ability to take a project from conception through completion.
- Excellent computer skills with strong knowledge of Microsoft Office products in a Mac environment.
- Possess a positive and professional attitude.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Capacity to thrive in the exciting, ambitious, future-oriented environment of a world-class institution and to respond effectively to changing needs and priorities.
- Personal integrity and the ability to inspire confidence and trust.
- Ability to integrate the values and culture of academe into the education of filmmakers and to support and enhance the “learn by doing” model that characterizes AFI Conservatory’s mission.
- Ability to assume authority and develop trust and credibility with a diverse Fellow body.
- Knowledge of film, video, television and/or other media arts and their production processes preferred.