

## AMERICAN FILM INSTITUTE JOB DESCRIPTION

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**POSITION:** Campus Access Screener  
**DEPARTMENT:** Campus Resources  
**LOCATION:** Los Angeles Campus  
**COVID-19 PROTOCOL:** AFI requires full vaccination against COVID-19 for all employees, subject to limited, legally required exceptions. Proof of vaccination, or documentation supporting an exception to this policy, will be required prior to employment.

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### **PRINCIPAL RESPONSIBILITIES:**

The Campus Access Screener operates within AFI established practices and protocols for screening all staff, Faculty, Fellows (Students) and visitors for access to the AFI Campus by verifying Covid Vaccination information and/or utilizing individual questionnaires and temperature checks.

### **PRINCIPAL DUTIES:**

- Confirm Covid Vaccination status for all staff, Faculty, Fellows (Students) and visitors.
- Provide screenings (in the form of medical questionnaire and temperature checks using non-contact infrared thermometers) at the main access point to anyone entering the AFI Campus.
- Document findings and results of the screening process.
- Determine campus access based on results of screening.
- Other duties as assigned.

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

- Basic knowledge of safety and health standards and regulations helpful.
- Strong attention to detail.
- Strong time management and organizational skills with the ability to work calmly under pressure.
- Ability to intake multiple pieces of information from multiple sources and prioritize appropriately.
- Ability to manage and effectively communicate escalated issues.
- Ability to work independently while also working seamlessly with high-functioning teams.