

## AMERICAN FILM INSTITUTE

### JOB DESCRIPTION

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**POSITION:** Operations and Scheduling Assistant  
**DEPARTMENT:** Campus Operations  
**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 Operations and Scheduling Assistant handles all scheduling needs for the AFI Campus including office space, room requests, staff and faculty parking reservations, screenings, and rentals. In addition, the Assistant is responsible for overseeing the administration and services of the AFI Service Center, as well as assisting and supporting campus operations.

#### **PRINCIPAL DUTIES:**

- Process campus-wide office space booking requests and maintain master shared office space calendar.
- Process staff, Faculty, Fellow and alumni room requests and assist with general inquiries regarding facility usage (e.g., availability, hours, pricing, etc.)
- Schedule and coordinate thesis premieres and all facility rentals, including production filming, alumni castings, and rental screenings/seminars.
- Manage and complete facility rental agreements, including fee collection and logistical set-ups.
- Schedule attendants for MGSR screenings and location monitors for on campus filming productions.
- Process all staff driver requests for film deliveries, pick-ups, and messenger services, coordinating delivery and pick-up of packages as required.
- Assist with all on campus events (e.g., Alumni events) and off campus events (e.g., LAA, AFI Fest, etc.) as required.
- Report any Facility issues (e.g., plumbing, lost keys, etc.) to the Manager, Campus Facilities or Operations & Maintenance team.
- Assist in the preparation and completion of materials and facilities for staff meetings.
- Monitor and submit 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.
- Relieve Campus Information Center personnel during breaks, lunch periods and/or absences as needed.

- Act as a member of the AFI Emergency Response Team and assist with the execution of emergency evacuations and drills as needed.
- Assist campus operations team with moving offices, etc., when needed.
- Process all outgoing mail, using approved USPS postage equipment.
- Process all UPS and FedEx packages.
- Sort all incoming mail and packages and distribute to the appropriate office mailbox. All mail addressed to the CEO should be hand deliver to the office of the CEO.
- 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.
- Deliver and pick up mail from the United States Postal Office.
- Order and maintain inventory of Service Center supplies and equipment.
- Provide training to staff, faculty and/or Fellows on proper use of Service Center equipment as needed.
- Perform basic quality inspections of Service Center and other leased equipment on campus, scheduling maintenance service with the Information Technology staff or equipment vendors as needed.
- Perform minor maintenance of equipment to include replenishing paper trays as needed.
- Coordinate with Finance on departmental access codes for copiers and postage equipment.
- 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 preferred. High School Diploma required.
- Minimum two years' experience in Facilities or Operations.
- 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.
- 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.

- Computer skills with 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.
- Must possess a valid California Driver's License and a clean DMV driving record along with a fair knowledge of Los Angeles freeways and surrounding roadways.
- Ability to stand/work for extended periods of time and lift a minimum of 50 lbs.

**SUPERVISION:**

The Operations and Scheduling Assistant performs all duties and responsibilities under the guidance and supervision of the Manager, Campus Facilities.