

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Administrative Assistant, Human Resources
DEPARTMENT: Human Resources
LOCATION: Los Angeles Campus

This position is in-person at the at AFI's Los Angeles Campus. The successful candidate must be based in California.

COVID-19 PROTOCOL: AFI required 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.

The American Film Institute is a nonprofit organization with a mandate to champion the moving image as an art form. Established in 1967, AFI launched the first comprehensive history of American film and sparked the movement for film preservation in the United States. In 1969, AFI opened the doors of the AFI Conservatory, a graduate-level program to train narrative filmmakers.

PRINCIPAL RESPONSIBILITIES:

The Administrative Assistant, Human Resources is responsible for providing administrative support to the Human Resources team. This includes matters pertaining to (1) processing of employment forms; (2) recruitment and staffing assistance, (3) employee materials maintenance; and (4) information tracking and reporting. In addition, the Administrative Assistant will provide frontline customer support for human resource office.

PRINCIPAL DUTIES:

- Assist with conducting and overseeing the New Hire Onboarding and Orientation process, schedule all New Hire and Benefits Orientations; prepare onboarding documents and/or digital links to be deployed and ensure documents are appropriately tracked and accurately submitted.
- Assist with recruitment and selection efforts by posting open positions, sourcing resumes, conducting initial phone screens, creating recruitment files, tracking, and pre-screening applicants, scheduling candidate interviews and conducting reference checks.
- Assist with preparation for on-site events (i.e., Open Enrollment) including set up.
- Assist the IT team on the creation or deactivation of email accounts, phone extensions, etc. for all new and departing employees.
- Liaise with the Manager, Benefits Administration and Payroll team with respect to employees' status changes and leave of absence to facilitate correct payroll processing.

- Schedule and/or conduct exit interviews as directed.
- Provide logistical support for the Performance Evaluation process, which includes the receipt and tracking of PEFs and job descriptions.
- Proactively update and maintain the Personnel Directory on the AFI Community Page and Organizational Charts, providing information as requested; maintain the HR Department forms inventory, including benefits collateral material.
- Generate and prepare updated staffing list, and maintaining personnel data, including reports and confidential correspondence as necessary.
- Maintain and control the filing and record retention process within the Human Resource department.
- Maintain HR Department supplies, subscriptions, disposition of department files, etc.; develop and maintain internal controls and tracking for paperwork emanating from the department.
- Perform other duties and assignments as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree, preferably in a business-related field, preferred.
- Minimum 1-3 years administrative experience supporting a busy, multi-person department; prior experience in a Human Resources department, with a working knowledge of Human Resources practices and principles is a plus.
- 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.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently while being an integral member of a fast-paced, high-functioning, results oriented team; ability to work calmly under pressure.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Proven project management skills with the ability to take a project from conception through completion.
- Strong diplomacy skills and consistent professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results-oriented team; ability to work with all levels of the organization.
- High level of proficiency with Microsoft Office (Word, Excel, and PowerPoint); comfortable working in an IOS-based (Mac computer) environment.
- Personal integrity with the ability to inspire confidence and trust.
- Ability to negotiate challenging situations and personalities with a professional and positive attitude.

SUPERVISION:

The Administrative Assistant, Human Resources performs all duties and responsibilities under the guidance and supervision of the Manager, Benefits Administration.