
POSITION: Associate Dean, Educational Affairs
DEPARTMENT: AFI Conservatory
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Associate Dean, Educational Affairs is responsible for leading the development, evaluation, execution and daily operations of the AFI Conservatory's academic administration. The Associate Dean works collaboratively with the faculty and its leadership to ensure the AFI Conservatory programs are of the highest quality and serve the mission of the Institute. The Associate Dean oversees the offices of Registrar and Institutional Research, Fellow Affairs and Enrollment Services and is responsible for all accreditation-related matters, ensuring that the Conservatory and its programs are in compliance with WASC and NASAD standards and serves as the Accreditation Liaison Officer for the AFI Conservatory.

PRINCIPAL DUTIES:

- Lead the development and implementation of AFI Conservatory's strategic planning, including setting metrics and timelines; reporting on achievement of goals and metrics to ensure the Conservatory plan supports the strategies and goals of the broader Institute's strategic planning and vision.
- Collaborate with Conservatory administration and faculty, including the six discipline heads, on all aspects of the academic enterprise, including:
 - Analyzing the effectiveness of admissions standards and practices based on program goals and priorities, and revising standards and practices as appropriate in conjunction with Enrollment Services staff.
 - Evaluating the currency and relevance of the overall curriculum based on results of assessment of student learning; analysis of current thinking and practices in film; and current standards in graduate-level higher education. This area of responsibility involves the full deployment of program review across all Conservatory programs and the integration of recommendations about the curriculum emerging from these reviews, including recommendations from alumni, industry advisors and reviewers. Evaluation may lead to updates or revisions to the curriculum (e.g. adjusting specific course content or credit values, revising sequencing of courses and/or creating new courses or concentrations).
 - Maintain rigorous academic standards and provide support for faculty in the areas of attendance, participation and grades and grading, including academic support and processes for Fellows who are not performing at expected levels.
 - Develop effective methods of supporting and integrating new faculty members, including those who teach as adjunct or occasional instructors, by building on existing methods of annual faculty orientation; providing leadership for excellence in teaching by introducing and supporting new and effective ways of teaching, drawing on the latest research in effective pedagogy and the science of learning.

- Coordinate the work of Fellow Affairs to ensure the Conservatory community is informed about all aspects of Fellow progress and ensure that each of the disciplines and production integrates into a cohesive program; and creating insights into and suggesting ways to assist Fellows in managing the academic and production elements of their AFI educational experience.
- Provide AFI leadership and faculty with up-to-date guidance on all aspects of accreditation standards and practices and build systems that support conformity with accreditation norms and good practices in higher education.
- Guide and monitor the assessment of student learning, including working with Conservatory administration and faculty to establish and refine learning outcomes, mapping outcomes to coursework, setting effective assessment methods, collecting and reviewing the results of assessment of student learning, and incorporating all of this information into the AFI Conservatory strategic plan.
- Oversee all institutional research and assessment processes, working in collaboration with the Directors of Institutional Research and Fellow Affairs and Conservatory faculty.
- Refine and implement the Conservatory-wide process for periodic program review, which includes results of assessment of student learning and success and is tied to Conservatory-specific and Institute-wide planning and budgeting.
- Collaborate with the faculty, Registrar's Office, Fellow Affairs and Production Services teams to integrate academic and production elements of the programs as a means to support student success.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Master's degree required; Doctoral degree preferred in an appropriate academic discipline.
- Minimum eight years of relevant higher education experience in an academic leadership role, preferably in an arts-related institute or with oversight of arts-related programs.
- Experience working with performance-based arts programs; experience in film production education highly preferred.
- Extensive experience with the standards and practices of regional and programmatic accreditation and the ability to translate and apply these standards to AFI's graduate-level MFA film program.
- Highly strategic, with the ability to engage the Institute through consensus building across a matrix organization.
- 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 minimum supervision.
- Excellent management, organizational and interpersonal skills.
- Strong leadership, time management and multi-tasking skills, coupled with the ability to work independently and with minimal supervision.
- Excellent oral and written communication skills, including strong grammatical and proofreading abilities, with the ability to convey complex concepts and procedures in simplistic terms.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion at all times.

- Experience working with a broad base of leaders and leadership styles to train, manage and motivate.
- Strong analytical and problem solving skills and the ability to effectively apply these skills to a diverse set of issues.
- Personal integrity and the ability to inspire confidence and trust.
- Excellent computer skills with proven knowledge in Microsoft Word, Excel and PowerPoint in a Mac environment.
- Strong skills in examining and re-engineering operation and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to establish and maintain rapport with faculty and staff in the academic and professional environment.
- Commitment to and understanding of performing arts education and the creative process, preferably in film.
- 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.
- Capacity to thrive in the exciting, ambitious, future-oriented environment of a world-class institution and to respond effectively to changing needs and priorities.
- Ability to work well under pressure and consistently possess a positive and professional attitude.
- 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.