

## AMERICAN FILM INSTITUTE JOB DESCRIPTION

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**POSITION:** Director, Enrollment Services  
**DEPARTMENT:** AFI Conservatory  
**LOCATION:** Los Angeles Campus

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### PRINCIPAL RESPONSIBILITIES:

The Director, Enrollment Services is responsible for the management, organization and vision for the Enrollment Services department of the AFI Conservatory, including planning, recruitment, advertising, admission processing and acceptance of the incoming class for all AFI Conservatory programs.

### PRINCIPAL DUTIES:

- Oversee and provide vision for the AFI Conservatory Enrollment Services process.
- Direct the admission process from point of inquiry through enrollment.
- Collaborate with administration and faculty to organize annual selection process by orchestrating the review and interview of candidates, as well as counseling and notification of accepted candidates, etc.
- Keep Conservatory Administration informed of all Enrollment Services related matters. Provide detailed and accurate information on accepted applicants to Registrar's office in a timely manner. Maintain the confidentiality of the enrollment and selection process.
- Supervise the Operations Manager, the Recruitment Manager, the Enrollment Counselor and temporary staff during the application review process.
- Oversee the informational phone line and email for AFI Conservatory, for both internal and external admission inquiries.
- Direct recruitment efforts, including material distribution and in-person visits to film festivals, media arts centers, film programs and schools and universities throughout the country and internationally.
- Participate as spokesperson and support for other AFI staff, faculty and alumni during recruitment events and visits.
- Collaborate with current Fellows and Alumni to engage in participation at events for recruiting purposes.
- Collaborate with the AFI Creative Services team to schedule and coordinate the production of all AFI Conservatory program applications, catalogs, handbooks, support materials and the AFI Conservatory website.
- Implement print advertising for AFI Conservatory by keeping track of copy and images for current ad deals, rates, sizes, space and art deadlines and ordering new or updated ads from AFI Creative Services.
- Maintain a detailed knowledge of all AFI Conservatory programs, deadlines and projects in development.

- Train Enrollment Services staff (including temporary staff) on all Conservatory program specifics.
- Prepare and maintain a five-year strategic plan for the Enrollment Services office that is included in and is reflective of the tone of the overall Conservatory strategic plan.
- Oversee the maintenance of AFI Conservatory Virtual Tour site and all online Enrollment related pages.
- Perform other duties and responsibilities as assigned.

**EXPERIENCE/SKILLS REQUIRED:**

- Bachelor's degree required, Master's degree preferred, or an equivalent combination of education and experience.
- Minimum seven years Enrollment experience.
- Minimum four years supervisory experience.
- Knowledge of and/or experience in film and television community preferred.
- Familiarity with the tools offered to AFI fellows – camera models, basics of what is offered in grip and lighting equipment, editing systems, specific filmmaking software made available to Fellows preferred.
- Strong leadership, time management and multi-tasking skills, coupled with the ability to work independently and with minimal supervision.
- 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.
- Can work independently while 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.
- Ability to establish and maintain rapport with internal and external contacts in the academic and professional environment.
- Ability to work creatively, collaboratively, and effectively both as a team member and independently and to promote teamwork among colleagues.
- Must have strong problem solving skills.
- Excellent computer skills with strong knowledge in Microsoft Word, Excel, Power Point and FileMaker Pro.
- Capacity to thrive in the exciting, ambitious, future-oriented environment of a world-class institution and to respond effectively to changing needs and priorities.
- Commitment to professional issues, demonstrated through strong interest in local or national committee work, research, publication, etc.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.
- Must be able to work some evenings and weekends; some travel required.

**SUPERVISION:**

The Director, Enrollment Services performs all duties and responsibilities under the guidance and supervision of the Executive Vice Dean, AFI Conservatory.

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FULL-TIME   X    
PART-TIME         
REGULAR   X  

If full-time, number of months per year   12    
If part-time, number of hours per week         
TEMPORARY       

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INCUMBENT:

DOH:

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Employee's Signature                      Date

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Supervisor's Signature                      Date