

## **AMERICAN FILM INSTITUTE JOB DESCRIPTION**

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**POSITION:** Counselor, Fellow Affairs  
**DEPARTMENT:** AFI Conservatory  
**LOCATION:** Los Angeles Campus

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### **PRINCIPAL RESPONSIBILITIES:**

The Counselor, Fellow Affairs is responsible for periodically providing guidance and advising Fellows of resources available to them, as well as scheduling professional counseling services as requested. In addition, the Counselor, Fellow Affairs functions as the Deputy Title IX Coordinator and Deputy 504 Coordinator for the Conservatory.

### **PRINCIPAL DUTIES:**

- Provide support and guidance to Fellows; support Fellow Peer and Mentoring programs and schedules.
- Provide support for Title IX trainings, investigations, and process coordination.
- Serve as the support person for Section 504 processes, inquiries, requests, and communications.
- Manage the Fellow Affairs office schedule by organizing meetings and handling phone calls; this includes the scheduling of all Fellow counseling sessions.
- Coordinate disciplinary hearings, production interventions, etc.
- Collect and manage documentation pertaining to Fellow matters, including health insurance coverage, booking of Fellow lockers, etc.
- Maintain Fellow Affairs filing system to ensure a high degree of accuracy and organization.
- Perform other duties and responsibilities as assigned.

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

- Bachelor's Degree in Counseling, School Psychology, Psychology, Social Work, Student Affairs, or other related field required.
- Minimum two years' experience as a student affairs professional, counseling in an educational setting, or other related field.
- Some experience or knowledge of film/film production preferred, but not required.
- 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.
- Ability to work independently while being an integral member of a high-functioning team.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.

- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work with minimal supervision.
- Strong diplomacy skills and consistent professionalism are mandatory; this includes ability to maintain complete confidentiality and discretion.
- Highest level of proficiency related to all core administrative functions, including computer proficiency with expertise in Microsoft Word, Excel and PowerPoint and FileMaker Pro using the Apple Macintosh platform.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Ability to work calmly under pressure.

**SUPERVISION:**

The Counselor, Fellow Affairs performs all duties and responsibilities under the guidance and supervision of the Director, Fellow Affairs.

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FULL-TIME	<u>  X  </u>	If full-time, number of months per year	<u>  12  </u>
PART-TIME	<u>      </u>	If part-time, number of hours per week	<u>      </u>
REGULAR	<u>  X  </u>	TEMPORARY	<u>      </u>

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INCUMBENT:

DOH:

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Employee's Signature      Date

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Supervisor's Signature      Date