

**Job Description: Assistant Program Director, MFA in Film**

Supervisor: MFA in Film Program Director

**Position Summary:** The MFA in Film Assistant Director assists with the day-to-day routine functioning of the Program and residency. The Assistant Director creates/maintains databases and processing for student records; is responsible for related communications with relevant College offices; is responsible for regular communications with students/faculty regarding semester business; and maintains the program's online learning management system (the Film Commons). In concert with the Program Director, the Assistant Director assists with planning residency periods and related activities as well as orienting new faculty and students. This position requires a high level of attention to detail, ability to multitask, and strong written and verbal communication skills.

**Responsibilities:**

- Provides general office support for Program Director in daily activities and program correspondence.
- Supports Program Director with residency planning including the following: prepares residency materials and communicates residency requirements to students/faculty; plans commencement; works with Disability Services Coordinator to meet special student needs; organizes classroom and dormitory space for residencies; and arranges services, contracts and payment for various outside vendors.
- Researches marketing and advertising opportunities, proofs and occasionally writes marketing copy.
- Coordinates with Marketing department on social media materials and website updates.
- Coordinates on-campus needs during residencies.
- Co-leads the new student orientation; addresses routine residency issues; works with graduate assistants.
- Maintains regular contact with students and faculty throughout the semester, and addresses student/faculty problems and/or refers to Program Director when appropriate.
- Writes and distributes a bi-semester film newsletter.
- Assists with special events and committees for the Program as needed.
- Creates and maintains student files/records in Power Campus, and serves as liaison to Registrar, Bursar and Financial Aid.

**Requirements:**

- Experience in administering and guiding learners in creative process
- Appreciation of teaching and learning demands of MFA study
- Outstanding skills in communications, planning, and organization
- Ability to multitask and "switch gears" while remaining organized
- Excellent computer skills
- Detail oriented
- Minimum educational requirements: MFA or equivalent professional experience

**Time Commitment:**

Approximately 20 hours a week except during residency months when 40 hours per week is required and 40+ hours during the residency weeks.