



Job Title: Manager of Student Engagement

Company: Trilith Institute, Inc.

Location: Fayetteville, GA

Job Type: Consultant/Part-time with potential to turn into full-time

About Trilith Institute:

Nothing has the power to impact the world like Story. Economically and culturally, the film, television, and media we consume shape us in profound and life-altering ways. Yet today, the stories that drive the global entertainment industry are generated by a handful of people who live similar lives in similar places. Oftentimes, new voices don't have the training or the means to get their stories told—but Trilith Institute is here to change that. We are dedicated to discovering and developing the next generation of storytellers and empowering them to create culture-enriching content that captures fresh and diverse perspectives. With this work, we are driving economic opportunity and advancing human progress forward to a better future.

Trilith Institute, in partnership with Trilith Experience, hosts tours at Trilith. During their trolley ride through the Studio and Town, guests get a first-hand look at what it means to live and work in the vibrant Trilith ecosystem. Adding to that experience, Trilith Institute provides invaluable knowledge about potential careers in the Film and Television Industry and the many pathways to chasing those dreams.

For more information visit: <https://trilithinstitute.org>

Job Description:

The Manager of Student Engagement is a dynamic and multifunctional position that provides crucial support to both the Director of Academic Programming and the Director

of Student Development and Professional Growth. This role involves a wide range of responsibilities, spanning from operational tasks to direct engagement with students.

Key Responsibilities:

- Coordinate and maintain the schedule of all Trilith Experience partnerships, overseeing the educational components.
- Oversee and maintain the learning management system, Canvas.
- Establish procedures and protocols for student registry and processing.
- Coordinate the schedule and staffing for courses, academic schedules, classroom schedules, and course inventories each semester.
- Administration and setup of course evaluations.
- Respond to student, faculty, and public inquiries and connect individuals to the appropriate point of contact if further assistance is required.
- Create necessary documentation and forms for the school and students, including written materials for communication regarding events and opportunities.
- Manage the calendar of events for the school.
- Oversee faculty onboarding.
- Act as the primary point of contact for all education and tour inquiries.
- Drive engagement by actively marketing and promoting our diverse course offerings within the academic community.
- Lead events and tours for current and new students, actively supporting and engaging with students.
- Act in a Production Manager capacity at the Trilith Institute Script to Screen summer camps.
- Provide support for the [Trilith Institute Creative Excellence Fellowship Grant](#)
- Support Trilith Institute's social media, marketing, and promotional efforts.
- Capture photos and videos of Trilith Institute student events.
- Perform other duties as required and assigned.
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Minimum Job Requirements:

- Bachelor's degree with experience in student, academic, or administrative services, or a relevant field.
- Proficient in the Google suite.

Ideal Candidate Qualifications:

- Administrative experience with a focus on operational coordination.
- Strong verbal and written communication skills including an ability to provide excellent customer service.

- Outstanding time management and organizational skills, attention to detail, and ability to handle confidential information appropriately.
- Creative problem-solving skills.
- The ability to work independently and as part of a team, exercising initiative and judgment.
- Ability to build positive relationships and work effectively with colleagues, faculty, and students from diverse backgrounds.
- Proficient in capturing still images and video.
- Must be located in the greater Atlanta area and able to work in person.