

Assistant Director, Athletic Facilities  
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=258142>

Downloaded On: Aug. 13, 2025 9:28am

Posted Jun. 11, 2025, set to expire Oct. 31, 2025

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| <b>Job Title</b>   | Assistant Director, Athletic Facilities |
| <b>Department</b>  | Athletic Facilities                     |
| <b>Institution</b> | Auburn University<br>Auburn, Alabama    |

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|--------------------|---------------|
| <b>Date Posted</b> | Jun. 11, 2025 |
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| <b>Application Deadline</b> | Open until filled     |
| <b>Position Start Date</b>  | Available immediately |

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| <b>Job Categories</b> | Associate/Assistant Director |
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| <b>Academic Field(s)</b> | Athletics |
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| <b>Job Website</b> | <a href="https://www.auemployment.com/postings/54088">https://www.auemployment.com/postings/54088</a> |
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**Apply By Email**

**Job Description**

### Job Summary

**Are you ready to play a key role behind the scenes of college athletics? Join our team as Assistant Director of Athletics Facilities and help shape the game-day experience from the ground up!**

The person in this role will coordinate the maintenance, operations, and event logistics of Jane B. Moore complex and Soccer/Track complex by working with event and maintenance staff. Provides safety, functionality, and readiness by assisting with facility upkeep, event setups, and personnel coordination.

### Essential Functions

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- Coordinates athletic facility upkeep by coordinating equipment maintenance, managing inventory, and ensuring timely resolution of facility issues in accordance with regulations.
- Conducts routine inspections of assigned athletic facility to address safety, functionality, and appearance concerns, upholding readiness for events and practices.
- Coordinates operations and logistics of assigned Auburn University athletic facilities, ensuring functionality, safety, compliance, and exceptional service to stakeholders.
- Manages scheduling of programs, events, and practices by collaborating with internal and external partners for seamless execution and stakeholder support.
- Supports coaches and student-athletes by providing optimal facility conditions for competitive performance.
- Serves as a key point of contact and liaison for assigned facilities, coordinating vendors, service providers, and project stakeholders.
- Monitors maintenance schedules, procurement of equipment/services, and operational standards to promote cost-effectiveness and high performance.
- Assists in coordinating event and maintenance personnel, helping set timelines, defining scopes of work, and communicating expectations for responsibilities for the assigned facility.
- Supports the Director of Athletic Facilities in developing and implementing maintenance plans, supporting facility upgrades, and addressing last-minute demands.
- Provides departmental support and assists with operational needs at other facilities as required.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
- Performs other duties as assigned.

Nights and weekends are required.

### Why Work at Auburn?

- **Life-Changing Impact:** Our work changes lives through research, instruction, and outreach, making a lasting impact on our students, our communities, and the world.
- **Culture of Excellence:** We are committed to leveraging our strengths, resources, collaboration, and innovation as a top employer in higher education.
- **We're Here for You:** Auburn offers generous benefits, educational opportunities, and a culture of support and work/life balance.
- **Sweet Home Alabama:** The Auburn/Opelika area offers southern charm, vibrant downtown scenes, top-ranked schools, and easy access to Atlanta, Birmingham, and the Gulf of Mexico beaches.
- **A Place for Everyone:** Auburn is committed to fostering an environment where all faculty,

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staff, and students are welcomed, valued, respected, and engaged.

Ready to lead and shape the future of higher education? Apply today! War Eagle!

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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