

Assistant Director, Athletic Hospitality & Special Events  
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=258188>

Downloaded On: Jul. 30, 2025 10:40pm

Posted Jun. 12, 2025, set to expire Oct. 31, 2025

<b>Job Title</b>	Assistant Director, Athletic Hospitality & Special Events
<b>Department</b>	Event Management Expenses
<b>Institution</b>	Auburn University Auburn, Alabama
<b>Date Posted</b>	Jun. 12, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Athletics Other Administrative Departments
<b>Job Website</b>	<a href="https://www.auemployment.com/postings/54125">https://www.auemployment.com/postings/54125</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Job Summary

### Create unforgettable game day experiences with Auburn Athletics!

We're hiring an **Assistant Director of Athletic Hospitality & Special Events** to lead the planning, logistics, and execution of high-impact events. If you're passionate about sports, hospitality, and making every detail count, this is your chance to shine on a championship-level team.

The person in this role will support the planning and execution of Auburn Athletics' hospitality operations and special events. This role manages logistics for both on- and off-campus events, coordinates vendor services, and ensures a high-quality experience for guests and stakeholders. The

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Assistant Director also contributes to alumni engagement, event marketing, and financial processes such as invoicing. With a focus on customer service and operational efficiency, this position plays a key role in enhancing the visibility and success of Auburn's athletic events while ensuring compliance with NCAA, SEC, and university regulations.

### Essential Functions

- Coordinates and manages the operational logistics of hospitality venues for Auburn Athletics, ensuring smooth execution and guest satisfaction during events.
- Plans and implements logistics for athletic special events, including managing invitations, programs, and securing vendors for rentals, entertainment, and security.
- Serves as a key point of contact for resolving venue-related issues, with a focus on enhancing customer relations and improving service delivery.
- Manages support services such as catering, cleaning, and staffing for hospitality spaces, ensuring readiness and responsiveness during events.
- Assists in the planning and delivery of alumni-focused events, working closely with internal partners to support engagement with former Auburn University athletes.
- Contributes to the marketing and sales of athletic special events by supporting promotional efforts and providing operational input on event offerings.
- Prepares and manages invoices for events held in athletic facilities, ensuring timely and accurate billing in coordination with finance staff.
- Ensures assigned athletic events are conducted in accordance with university, local, federal, National Collegiate Athletic Association (NCAA), and Southeastern Conference (SEC) rules and regulations.
- Will work nights and weekends based on events.
- Performs other duties as assigned.

### 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.

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- **A Place for Everyone:** Auburn is committed to fostering an environment where all faculty, 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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