

Director of Birmingham Operations - HCOB
Auburn University

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

Job Title	Director of Birmingham Operations - HCOB
Department	Business Administration
Institution	Auburn University Auburn, Alabama
Date Posted	Jun. 12, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Development/Institutional Advancement
Job Website	https://www.auemployment.com/postings/54120
Apply By Email	
Job Description	

Job Summary

The Director of Birmingham Operations directs and oversees all Harbert College of Business (HCOB) operations in AU's Birmingham building. Additionally, this position performs outreach activities in the Birmingham business community and creates program growth opportunities for the HCOB graduate and executive programs in Birmingham.

Essential Functions

- Provides leadership for all HCOB operational activities at the Auburn in Birmingham campus, ensuring alignment with institutional priorities and delivering an exceptional experience for students, faculty, and external stakeholders.
- Acts as the senior liaison with Auburn University partners, including the College of Architecture,

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Design and Construction (CADC) and the Office of the Provost, to ensure seamless collaboration and resource optimization. Ensures effective communication and coordination between Harbert College and broader university leadership on all Birmingham-based operational matters.

- Oversees day-to-day operations, space utilization, programming logistics, and service delivery within the Birmingham facility. Manages high-level engagements and serves as the primary host for distinguished guests, visiting executives, and external organizations utilizing the facility. Serves as the principal point of contact for building management, coordinating with property managers, contractors, and vendors to ensure maintenance and repair operations are executed efficiently and to institutional standards.
- Leads outreach and relationship-building initiatives with Birmingham-area business leaders, corporate partners, and community organizations to expand HCOB's visibility and influence in the region. Represents HCOB at key events and strategic forums, enhancing the college's brand and cultivating partnerships that support its academic and professional development goals. Collaborates with the HCOB advancement team to identify and pursue engagement opportunities that support fundraising, alumni relations, and stakeholder involvement.
- Drives strategic planning and innovation to identify new programmatic opportunities and market expansions for HCOB's graduate and executive education offerings in Birmingham. Provides actionable insights and recommendations to HCOB leadership on potential program improvements, competitive positioning, and student experience enhancements. Works collaboratively with academic leadership and administrative teams to pilot initiatives, evaluate impact, and implement scalable growth strategies.
- May supervise employees but supervision is not the main focus of the job.
- May perform 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.
- **A Place for Everyone:** Auburn is committed to fostering an environment where all faculty, staff, and students are welcomed, valued, respected, and engaged.

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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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