

Assistant Director, Athletic Hospitality & Special Events  
Auburn University

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Posted Jul. 29, 2025, set to expire Nov. 27, 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>	Jul. 29, 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
<b>Job Website</b>	<a href="https://www.auemployment.com/postings/55056">https://www.auemployment.com/postings/55056</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 Assistant Director also contributes to alumni engagement, event marketing, and financial processes

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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.
- **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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