

Assistant Director, Athletic Facilities
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=260904>

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Posted Aug. 7, 2025, set to expire Dec. 7, 2025

Job Title	Assistant Director, Athletic Facilities
Department	Athletic Facilities
Institution	Auburn University Auburn, Alabama
Date Posted	Aug. 7, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Facilities Operations Athletics
Job Website	https://www.auemployment.com/postings/55262
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.

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Essential Functions

- 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.

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- **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.

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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