

Assistant Director, Melton Student Center  
Auburn University

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Posted Dec. 11, 2023, set to expire Oct. 31, 2024

<b>Job Title</b>	Assistant Director, Melton Student Center
<b>Department</b>	Student Center Operations
<b>Institution</b>	Auburn University Auburn, Alabama
<b>Date Posted</b>	Dec. 11, 2023
<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>	Student Affairs
<b>Job Website</b>	<a href="https://www.auemployment.com/postings/42325">https://www.auemployment.com/postings/42325</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**[Student Affairs at Auburn University](#) is excited to recruit candidates for an Assistant Director of the Melton Student Center!**

The Assistant Director, Melton Student Center provides direct oversight of daily operations of the Student Center Reservations department. Including overseeing and managing the reservation process and procedures for more than 20 event spaces/venues located across Auburn University's campus. This position will also be responsible for the James E. Foy Information Desk and supervise the 75+ student employees that operate the information desk space. Additionally this position will be the direct point of contact for all outside organizations that will contract these event spaces. This person will also oversee budget assessment, policies, procedure, fees, complaints, and the Campus Event Planning System and Master Events Calendar for the entire University.

**About Auburn:** At Auburn, our work changes lives. Ranked by U.S. News and World Report as a premier public institution, Auburn University is dedicated to shaping the future of the people of

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Alabama, the nation, and the world through forward-thinking education, life-enhancing research, scholarship and selfless service. Auburn is nationally recognized for its commitment to academic excellence, community outreach, positive work environment, student engagement, and thriving community.

**It's a Lifestyle:** The Auburn/Opelika area is a page right out of Southern Living magazine with an idyllic small-town feel, perfecting a unique balance between a close-knit community and driving consistent growth and development. Paralleling the exponential growth of Auburn University, the Auburn/Opelika area boasts services and amenities that cater to any interest. We're proud of our top school systems, city services, award-winning restaurants, and the infectious spirit of life in a college town. You can find us nestled halfway between the beach and the mountains in a lower-cost-of-living area, two hours outside of Atlanta or Birmingham. If you're new to Auburn, we'd love to introduce you. If you're already acquainted with Auburn, we'll keep it simple: it's time to come home!

**Why employees choose Auburn:** Auburn University was named by Forbes Magazine as one of the state of Alabama's best employers, with employees staying an average of ten years. Employees enjoy competitive benefits that include top-notch health insurance, generous retirement plans, tuition assistance for employees and dependents, flexible spending accounts and more! Learn more about Auburn's impact, generous employee benefits, and thriving community by visiting [aub.ie/working-at-auburn](http://aub.ie/working-at-auburn).

**Our Commitment:** Auburn University is committed to a diverse and inclusive campus environment. Visit [www.auburn.edu/inclusion](http://www.auburn.edu/inclusion) to learn more about our commitment to expanding equity and inclusion for all.

### Contact Information

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

### Contact