AUBURN
Human Resources

Dir, Birmingham Business Operations HCOB

Job Description

JOB INFORMATION

Job Code	AD80
Job Description Title	Dir, Birmingham Business Operations HCOB
Pay Grade	AA12
Range Minimum	$64,820
33rd %	$82,110
Range Midpoint	$90,750
67th %	$99,400
Range Maximum	$116,680
Exemption Status	Exempt
Organizational use restricted to the following divisions	123 College of Business
Approved Date:	6/27/2025 10:27:55 AM

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic

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.

RESPONSIBILITIES

- 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, 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.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	no specific discipline	and	7 years of	Experience in business operations, business development, event management, or higher education administration.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Excellent interpersonal skills with a sense of tact and diplomacy.	
Excellent communication and organizational skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			