AUBURN
Human Resources

Asst Dir, Athletic Hospitality & Special Events

Job Description

JOB INFORMATION

Job Code	BB34
Job Description Title	Asst Dir, Athletic Hospitality & Special Events
Pay Grade	MC08
Range Minimum	$48,360
33rd %	$58,040
Range Midpoint	$62,870
67th %	$67,710
Range Maximum	$77,380
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	6/6/2025 8:58:26 AM

JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Events

JOB SUMMARY

The Assistant Director of Athletic Hospitality & Special Events supports 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 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.

RESPONSIBILITIES

- 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.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	with no specific discipline.	and	2 years of	experience in event planning, public relations or sports administration.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

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 cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards		X			
Temperature Change			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.

Travel Requirements:

None Required