

## JOB INFORMATION

|                       |  |
|-----------------------|--|
| Job Code              | AD80                                     |
| Job Description Title | Dir, Birmingham Business Operations HCOB |
| Pay Grade             | AA12                                     |
| Range Minimum         | \$63,250                                 |
| 33rd %                | \$80,120                                 |
| Range Midpoint        | \$88,550                                 |
| 67th %                | \$96,980                                 |
| Range Maximum         | \$113,850                                |
| Exemption Status      | Exempt                                   |
| 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.
- May perform other duties as assigned.

## 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 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. |  |
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|  |  |
|--|--|
| Excellent communication and organizational skills. |  |
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## 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      |              |            |            |

WORKING ENVIRONMENT

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