

Assistant Director of Auxiliary Services - Transportation &
Athletics
Northern Essex Community College

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Posted Nov. 26, 2025, set to expire Mar. 20, 2026

Job Title	Assistant Director of Auxiliary Services - Transportation & Athletics
Department	Transportation & Athletics
Institution	Northern Essex Community College Haverhill, Massachusetts
Date Posted	Nov. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Administration - Other
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Job Description

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Assistant Director of Auxiliary Services - Transportation & Athletics

POSITION: Full-Time Assistant Director of Auxiliary Services - Transportation & Athletics (Assistant Director): Transportation; Haverhill Campus (Lawrence Campus as needed); 37.5 hours per week, 10-month position (August - May), Non-Unit Professional Position.

SUMMARY:The Assistant Director provides leadership and oversight for the College's transportation operations and athletic facility support services. This position is responsible for ensuring safe, efficient, and cost-effective transportation between campuses, managing the campus shuttle program and vehicle fleet, and maintaining partnerships with vendors such as MeVA Transit. The Assistant Director

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oversees driver scheduling, compliance with certification and safety standards, and implementation of systems such as GPS tracking and driver verification. Additionally, the role supports athletics operations by coordinating transportation needs and initiatives that enhance student engagement and access. Working collaboratively with and reporting to the Associate Director of Auxiliary Services, this position advances service quality, operational efficiency, and the overall student experience.

RESPONSIBILITIES:

- Develops and implements initiatives to drive increased student engagement and utilization of athletic facilities.
- Cultivates and leverages strategic partnerships with vendors and organizations, including but not limited to, MeVA Transit, to advance organizational objectives.
- Contributes to the supervision, planning and technical implementation of transportation services and recommends strategies to provide efficient, safe and economical transportation.
- Collaborates in the development and refinement of standards and requirements for certification for vehicle operation for faculty, staff and students.
- Oversees the processing of transportation requests for academic/student life use.
- Prepares and analyzes reports on vehicle usage and transportation needs and recommends improvements to optimize fleet efficiency and cost-effectiveness while balancing transportation needs.
- Responsible for maintaining ridership data.
- Maintains record of and coordinates maintenance of vehicle fleet.
- Develops strategies for staffing campus shuttle service and develop the driver's work schedules.
- Drives shuttle between campuses during traditional fall and spring semesters as schedule requires.
- Manage the Motor Vehicle Check Program through the College's Driver Verification System with the Registry of Motor Vehicles.
- Manage the implementation of the GPS vehicle system and its ongoing maintenance.
- Serve as primary point of contact to the insurance vendor for out of state travel clearances.
- Monitor the cleanliness of the vehicles and reporting issues to the Director.
- In collaboration with the Associate Director of Auxiliary Services, identify and implement solutions to meet evolving student needs as needed.
- Other tasks and responsibilities as assigned.

Job Requirements:

MINIMUM QUALIFICATIONS:

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- Bachelor's Degree
- Possession of a valid Commercial Driver's License (CDL) appropriate to the class of vehicle operated and ability to drive college vehicles
- Entrepreneur and self-starter to build college transportation system
- Strong background in strategic thinking, customer service and project planning
- Well organized, flexible and able to adapt to handle multiple projects

PREFERRED QUALIFICATIONS:

- Prior experience in operating vehicles that require a CDL
- Prior experience working in Athletics
- Bilingual (Spanish/English)
- Experience working with and supporting a culturally diverse population

EQUIVALENCY STATEMENT: Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

BACKGROUND CHECK: Candidates will be required to pass a CORI and SORI check as a condition of employment.

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Additional Information:

SALARY: Anticipated starting salary range is \$46,000.00 - \$48,000.00 annually with complete fringe benefit package including competitive health insurance, dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits. Official transcripts will be required at the time of hire.

ANTICIPATED START DATE: ASAP

To apply, click [HERE](#)

Contact Information

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

Contact

Transportation & Athletics
Northern Essex Community College

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