



TEXAS STATE

DEPARTMENT OF ATHLETICS

Darren B. Casey Athletic Administration Complex • 601 University Drive • San Marcos, TX 78666-4684
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JOB DESCRIPTION:

Texas State University, a NCAA Division I Institution, is seeking applications for the unpaid or hourly position of Intern for Ticket Operations.

POSTING INFORMATION

The position is for the Fall. Hours are flexible.

Duties:

- Intern will report directly to the Ticket Operations Manager
- Assist with answering inbound phone calls about ticket purchases to directing patrons to the appropriate staff member
- Assist the Ticket Operations Manager with completing mail orders, ticket transfers, and gameday preparation
- Working within the NeuLion ticketing software to assist in selling customers tickets either in person or over the phone
- Assist the Ticket Operations Manager on gameday with managing student workers at the Will Call windows of the main ticket office
- Assist in resolving any ticket printing issues
- Assist in maintaining ticket office inventory
- Will work all Football and some Volleyball games
- Other duties as assigned

Required Qualifications:

- Work towards bachelors or masters degree
- Interest in a career related to sports, sales and/or ticket operations
- Previous customer service experience
- Professional demeanor
- Willingness to take initiative
- Positive and outgoing attitude
- The ability to handle multiple tasks at once
- Strong verbal communication skills

Preferred Qualifications:

- Previous ticket operations experience

To apply, e-mail resume to mcarson@txstate.edu.

Contact:

Matthew Carson
Assistant Athletic Director of Ticket Operations and Sales
Texas State University Athletics
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