Athletic Sales Assistant

Job Code 50020678

General Description
Responsible for the sale of season, individual game, and group tickets for athletics events; and to assist in ticket office event operations, promote event attendance, and implement strategies to increase revenue.

Examples of Duties
Oversee the sale of season tickets, partials plans, and individual and group tickets to athletic events. Cultivate relationships with businesses and organizations to ensure customer satisfaction and future growth of ticket sales. Renew current season ticket base and research and identify potential season ticket holders. Work ticket office at athletic events. Manage individual game ticket promotions, in coordination with marketing department. Other duties as assigned by the Ticket Office Manager.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; faculty and staff rules and regulations; guidelines set by NCAA, Conference, University and Board of Regents.

Skill in: Preparing clear, concise, and grammatically correct reports; establishing rapport with faculty and staff; operating a personal computer and related software; effectively directing work to others.

Ability to: Read and interpret manuals and understand university policy and procedures; perform basic math; delegate responsibilities to others; identify potential prospects capable of donations; motivate student workforce; explain policies and procedure to new employees.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements