Title: Assistant Manager, Athletic Tickets

Essential Function

Under general supervision from a designated administrator, supervise the ticket operations for all athletic events at the University.

Characteristic Duties

- Supervise the daily operations of the University Athletic Ticket Office.
- Assure adequate staffing and assign ticket takers and sellers for all non-revenue events.
- Supervise, schedule and train ticket office staff.
- Assist in the development of policies and procedures for the ticket office and game operations.
- Design and maintain system for cash control.
- Perform daily reconciliation of receipts and deposit money.
- Maintain record of all sales and receipts and prepare reports as necessary.
- Assist in collecting information on all athletic events, (i.e., schedules, prices, ticket availability and disseminate information to students and community, etc.).
- Assist in assigning season tickets.
- Assist in special assignments.
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor's degree with one (1) year experience; -OR- Associate's degree with three (3) years experience; -OR- five (5) years experience. Experience must be in ticket office operations.

Last updated: 1-9-07

An affirmative action/equal opportunity institution