

ATHLETIC TICKET SALES COORDINATOR

The University of Arkansas at Pine Bluff is conducting a search to fill the position of Athletic Ticket Sales Coordinator. The Athletic Ticket Sales Coordinator works under general supervision; coordinates, directs and supervises the Department of Athletics ticket sales program; assists with managing the operational, financial and personnel functions of the Ticket Office; interviews, select, and trains ticket office staff; designates extended office sales hours as needed; interviews, selects, and trains ticket and gate personnel for all athletic events; coordinates the implementation of online ticket sales; organizes and processes season tickets, advance tickets and game day tickets; coordinates the recording and daily deposits from ticket sales; supervises all cashiers involved in game day operations; provides daily ticket sales reports and other data activity as needed; maintains ticketing records for each event; assists in the audit and reconciliation of ticket sales for every athletic event; supervises and assists in resolution of customer complaints and problems while maintaining good public relations for the University; and performing other related duties and responsibilities as assigned or needed.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of centralized ticket sales operations and practices; basic accounting, cash handling, and general office procedures; knowledge of word processing and spreadsheet applications, excel, access and ProVenueMax Ticket software/modules. **MINIMUM QUALIFICATIONS:** Bachelor's Degree in business, accounting, or a related field. Three (3) years of ticket sales operations experience may substitute for degree. One year of supervisory, professional or administrative experience. Knowledge of ticket sales operations desirable.

SALARY: GRADE C116 – State Pay Plan

Interested individuals must submit an application, resume with the name, address and phone number of three references to:

Personnel Office
University of Arkansas at Pine Bluff
1200 North University Drive, Mail Slot #4942
Pine Bluff, Arkansas 71601

DEADLINE FOR APPLICATION: JUNE 15, 2010

Applications accepted Monday through Friday from 9:00 a.m. to 4:00 p.m.

"UAPB is an Equal Opportunity/Affirmative Action Employer, and full participation by Women and Minority Group is encouraged."