

Staff Specialist (E)

Announcement

Details

Open Date	01/04/2012
Requisition Number	PRN01222B
Job Title	Staff Specialist (E)
Working Title	Staff Specialist (E)
Job Grade	000
Standard Hours per Week	40
Work Schedule Summary	Monday – Friday, some weekends and evenings
Department	00327 - Athletics Department
Type of Recruitment	External Posting
Pay Rate Range	Depends on Experience
Close Date	01/20/2012
Open Until Filled	No
Job Summary	When you work as a Ticket Sales/Annual Fund Account Executive with the University of Utah Athletics department, you have the opportunity to work with the University community, develop your skills, and grow your career.
Responsibilities	<p>The University of Utah athletics department is looking to generate revenue through private donations and the selling of season ticket and group ticket packages to businesses, community groups and individuals.</p> <p>Ticket Sales/Annual Fund Account Executive will address customers in a compassionate, professional way by listening to a customers needs and trying to match those needs with a customized ticket plan. Communicating with ticket operations, marketing, and fundraising employees to ensure the athletic department is presenting a clear message and direction to the public. We will accomplish these goals thorough regular meetings, trainings, and strategy sessions.</p> <p>Responsibilities include making outbound sales calls and visits, creating ticket promotions and purchasing programs for organizations and corporations and prospecting for new business. You will work in coordination with Assistant Ticket Managers, Assistant Marketing Directors and Donor Relations department of the Crimson Club. This position will have no budgetary responsibilities.</p>
Minimum Qualifications	<p>Qualifications</p> <p>An Associates degree in business or related field and one year of outside sales experience or equivalent (3 years outside sales experience), the ability to develop innovative sales and marketing strategies for University of Utah sporting events. The ability to build and maintain strong relations with customer base and demonstrated human relation skills and communication skills.</p>
Preferences	
Type	Benefited Staff
Special Instructions Summary	

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this position?

- University of Utah Web Page
- Internet: search engine, online job board, etc.
- University of Utah employee referral
- Career Services / Campus Job Fair
- Community / Government Agency
- Other / Unknown

2. How many years of related work experience do you have?

- Less than 1 year
- 1 year or more, but less than 2 years
- 2 year or more, but less than 4 years
- 4 years or more, but less than 6 years
- 6 years or more

Applicant Documents

Required Documents

1. Resume

Optional Documents

1. Cover Letter
2. Addendum to the University of Utah - Veteran Only - Call 801.581.2169 after submission
3. Form D D-214 (Member Copy 4) - Veteran Only - Call 801.581.2169 after submission