

Assistant Director of Ticket Operations for K-State Athletics:

This position is responsible for the daily operations of the ticket office, which includes hiring, scheduling, training and supervising ticket office part-time workers in the areas of customer service and ticket operations. Position is the primary contact and oversees ticket operations for baseball, women's basketball, and volleyball, including travel to away games with the teams as needed, ticket production and fulfillment, and financial reporting. Position also assists with football ticket operations. Must be able to follow established K-State Athletics and KSU policy, and NCAA Division I rules and regulations.

Required Qualifications: Bachelor's Degree. Two or more years experience in NCAA Division I athletics ticket operations, Paciolan software experience, and familiarity with NCAA rules regarding athletics ticket sales and distribution. Must possess strong work ethic, customer service skills, communication, and organizational skills, and be available to work evenings, weekends, and some holidays as required.

Preferred Qualifications: Experience managing students and/or part-time ticket staff, and experience in athletic ticket sales and marketing/promotions.

To apply submit letter of introduction, resume, and the names and contact information of three professional references via e-mail only to HR@kstatesports.com by 3:00 p.m., February 22, 2012.

KSU is an affirmative action/equal opportunity employer and actively seeks diversity among its employees. Women and minorities are encouraged to apply. Background check required.