

## UNIVERSITY OF ARKANSAS TICKET OFFICE SPECIALIST

The University Of Arkansas Department Of Athletics seeks a dynamic person for the position of Ticket Office Specialist. The Ticket Office Specialist works under general supervision and is responsible for examining and verifying documents, preparing routine correspondence, and maintaining files. This position is governed by state and federal laws and agency/institution policy.

### JOB DUTIES INCLUDE, BUT NOT LIMITED TO:

- Ticket sales, processing, payments, reporting
- Game day duties
- Excellent customer service skills
- Data Entry
- This position works with the public, some person-to-person, but mostly over the phone

### MINIMUM QUALIFICATIONS:

The formal education equivalent of a high school diploma.

### PREFERRED QUALIFICATIONS:

- Bachelor's Degree
- Ability to type proficiently
- Good communication skills
- Ability to act appropriately at all times
- Experience and strong knowledge of Paciolan Ticketing Software with emphasis on ticket scanning and website use

### APPLICATION:

[https://jobs.uark.edu/applicants/jsp/shared/position/JobDetails\\_css.jsp?postingId=146897](https://jobs.uark.edu/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=146897)

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This position is subject to a pre-employment criminal background and financial history background check. A criminal conviction or arrest pending adjudication or adverse financial history information alone shall not disqualify an applicant in the absence of a relationship to the requirements of the position. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

The University of Arkansas is an equal opportunity, affirmative action employer. All applicants are subject to public disclosure under the Arkansas Freedom of Information Act and persons hired must have proof of legal authority to work in the United States.