



ATHLETICS TICKET OFFICE INTERNSHIP

TITLE: Athletics Ticket Office Assistant

REPORTS TO: Director of Ticket Sales and Operations

PROJECTED DATES: June 2015 – December 2015

RESPONSIBILITIES:

- Assist with outbound sales calls for inaugural football season
- Printing and distribution of season and individual game tickets
- Managing will call and student-athlete complimentary ticket distribution
- Supervision of Football Student Ticket Lottery Process
- Assisting in game day preparation and ticket operations for Football, Men's Basketball, Women's Basketball and Baseball
- Supervision of part-time event staff
- Reconciliation of events
- Solving customer service related issues
- General duties as assigned

REQUIREMENTS:

- Must be self-motivated
- Ability to work a flexible schedule, including nights and weekends
- Experience with Microsoft Excel and Word
- Excellent oral and written communication skills

PAY:

- This is a non-paid, course credit eligible position.

HOUSING:

- It is the responsibility of the intern to find housing in the Kennesaw/Atlanta area.

Resume and cover letter can be emailed to Bobby Lindsey at tindse6@kennesaw.edu