



# Athletics Ticket Office Student Employment Application

DATE: \_\_\_\_\_

## PERSONAL INFORMATION:

NAME: \_\_\_\_\_  
(Last) (First) (MI)

ADDRESS: \_\_\_\_\_  
(Street/P.O. Box)  
\_\_\_\_\_  
(City) (State) (Zip Code)

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

EXPECTED GRADUATION DATE: \_\_\_\_\_  
(Semester/Year)

## EMPLOYMENT EXPERIENCE:

Current or Most Recent Position:	_____	Dates of Employment:	From (Mo./Yr.): _____	To (Mo./Yr.): _____
Description of duties, responsibilities:	_____ _____			
Employer Name and Address:	_____			
Reason for leaving:	_____			

Previous Position:	_____	Dates of Employment:	From (Mo./Yr.): _____	To (Mo./Yr.): _____
Description of duties, responsibilities:	_____ _____			
Employer Name and Address:	_____			
Reason for leaving:	_____			

Previous Position:	_____	Dates of Employment:	From (Mo./Yr.): _____	To (Mo./Yr.): _____
Description of duties, responsibilities:	_____ _____			
Employer Name and Address:	_____			
Reason for leaving:	_____			

**REFERENCES:** (At least one reference must be from a previous employer)

Name: _____	Company: _____
Title: _____	Phone: _____ Time avail. to call: _____

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Title: _____	Phone: _____ Time avail. to call: _____

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Title: _____	Phone: _____ Time avail. to call: _____

**Additional Skills:**

Computer programs you have experience with:

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Customer Service Experience:

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Interests/Campus Involvement

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**ADDITIONAL QUESTIONS:**

Are you available to work Nights/Weekends?

Yes                  No

Desired number of hours per week?

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Are you available to work during breaks? (Summer/Winter/Spring)

Yes                  No

Date available to start?

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## Overview of Ticket Office Duties and Activities

- Sell tickets at the ticket counter for various athletic & special events
- Answer general questions and assist with online ordering via telephone.
- Assist in the mailing of season and single game tickets for OSU sporting events.
- Process ticket orders for athletic & special events.
- Upkeep of the Ohio State Athletic Ticket Office database

## Expectations of Student Employees

- Provide prompt and professional customer service
- Be on time for all scheduled work shifts and events
- Availability to work evenings, weekends and breaks ***(including most football games)***
- Work well with others in a team setting
- Possess strong verbal and written communication skills
- Ability to handle multiple tasks in a fast-paced environment
- Develop and demonstrate a working knowledge of the ticketing software
- Learn changing policies and procedures quickly
- Have a positive attitude

## Advantages of Working at the Athletics Ticket Office

- Flexible scheduling
- Opportunity to work in the fast paced Sports and Entertainment industry
- Gain valuable customer service experience
- Behind the scenes experience with OSU Athletics and special events at the Jerome Schottenstein Center
- Convenient location
- Opportunities for Advancement
- Develop leadership and communication skills

**Return application to:**

**The Ohio State Ticket Office – Jerome Schottenstein Center**

**555 Borror Drive, Columbus, OH 43210**

**OR**

**Via email to: [athletic.tix@osu.edu](mailto:athletic.tix@osu.edu)**

**(Feel free to keep this page for your reference)**