



## *Athletic Corporation Career Opportunity California State University, Fresno*

**TICKET OFFICE INTERN**

**ATHLETIC CORPORATION**

**(Full-time, exempt, at-will, 11-month appointment)**

This position will start on July 6, 2015 and run to May 27, 2015

**Vacancy # A/355**

**Salary: \$1,200.00 monthly stipend**

### **Internship Description**

Fresno State Athletics Department is accepting applications for an 11-month (July - May) internship in the Bulldog Ticket Office. This position will report to the Director of Ticket Operations. This internship is designed to expose the individual to all aspects of ticket operations, while using the Paciolan computerized ticketing system. The objective of the internship is to help the individual learn all aspects of athletic ticketing. This position requires the ability to work extended hours, including weekends, evenings and some travel.

**Responsibilities will include**, but not limited to, assisting with the day to day operations of the ticket office; including both single game and season ticket sales of all sports. Supervise ticketing activities at volleyball, women's basketball and baseball. Assist with ticket related functions at all football and men's basketball games; including but not limited to; student-athlete complimentary ticket distribution, printing and distribution of single game tickets, maintenance of access management system, general will call, and customer service related issues. Other duties will be assigned as needed.

### **Required Qualifications**

Bachelor's degree from an accredited college or university. Experience working in a college or university athletic department or professional sports organization. Extensive experience in customer service/sales. Excellent attendance, punctuality and motivation. Excellent oral and written communication skills. Highly organized with strong attention to detail. Experience working in a fast paced environment. Must be bondable, dependable, meticulous and good at problem solving in a high pressure, deadline filled setting. Able to work nights, weekends and holidays. Must be able to provide own, reliable transportation to work or use public transportation to achieve punctuality.

### **Preferred Qualifications**

Experience working with Paciolan ticketing software. Experience working in a ticket office.

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**Filing Deadline:**

**Applications received by May 8, 2015 will be given full consideration. Applications received after this date will be forwarded to the search committee as needed.**

**Application Requirements:**

A university [Application for Athletic Corporation Positions](#) form, a resume, and a list of three professional references, including telephone numbers, are required along with a cover letter that addresses your qualifications for the position.

**Apply:**

California State University, Fresno  
for the Athletic Corporation  
Joyal Administration Building, Room 211  
5150 North Maple Avenue, JA71  
Fresno, California 93740-8026  
Telephone: (559) 278-2383  
FAX: (559) 278-4275

**(Athletic Corporation application form: <http://www.fresnostate.edu/adminserv/hr/jobs/athletic.html>)**

Thank you for your interest in a non-faculty position at Athletic Corporation. Please note that with the exception of designated sensitive positions, applicants selected for an interview are required to respond within 72 hours to an important question regarding a conviction history. Failure to respond within this timeframe will subject you to elimination for further consideration. As an Athletic Corporation applicant, you are responsible for checking and responding to this email within the required deadline.

Background investigations will be conducted, as required, depending upon the job requirements of a position. These could include, but are not limited to, processing of fingerprints through the Department of Justice and degree and license verifications. An offer of employment may or may not be extended based upon the results of these verifications

Pursuant to the requirements of the Immigration Reform and Control Act of 1986, any offer of employment is contingent upon verification of individual's eligibility to be employed in the United States.

Pursuant to Executive Order 883, reasonable accommodation is to be provided upon request from an employee or applicant with disabilities, unless doing so would impose an undue hardship on the campus. What constitutes a reasonable accommodation is to be determined by the campus on a case-by-case basis after it has received the individual's request for accommodation and engaged in an interactive process. Employees or applicants requiring reasonable accommodation should contact Human Resources directly at (559) 278-2032.

**University Information: (or website: <http://www.fresnostate.edu/>)** Fresno State is one of 23 campuses of the California State University System. The University's mission is to offer high quality educational opportunities to qualified students at the bachelor's and master's levels, as well as in joint doctoral programs in selected areas. The University serves the San Joaquin Valley while interacting with the state, nation, and world. Through transformational applied research, technical assistance, training and other related public service activities, the University builds partnerships and linkages with business, education, industry, and government. The University competes athletically in Division I and is a member of the Mountain West Conference.

The current enrollment is just over 21,300 students from diverse backgrounds, which creates a culturally rich environment. The campus, which has been designated as an arboretum, is spread over 1400 acres. Metropolitan Fresno, with a multi-ethnic population of over 600,000 is located in the heart of the San Joaquin Valley on the western edge of the Sierra Nevada Mountain Range. The campus is within easy driving distance of San Francisco, Los Angeles, Yosemite, Kings Canyon, Sequoia National Parks, the Monterey Peninsula, Lake Tahoe, beaches, sailing lakes and numerous ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers a wide array of locally grown produce.

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The Athletic Corporation of California State University, Fresno is committed to Equal Employment Opportunity and Affirmative Action. Applicants will be considered without regard to sex, race, color, religion, national origin, sexual orientation, marital status or disability. The Athletic Corporation actively seeks and encourages applications from members of all underrepresented groups. The Athletic Corporation is committed to providing equal opportunities to men and women CSU students in all campus programs, including intercollegiate athletics. The Athletic Corporation is associated with the University; however, employees of the Corporation are not employees of the University or the State of California.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, crime report statistics are available at <http://www.csufresno.edu/police/report.htm>.

**To view a current listing of all available Fresno State Athletic Corporation and University staff employment opportunities and locate a downloadable application, go to <http://jobs.fresnostate.edu>**