TICKET EVENT REPRESENTATIVE

BASIC FUNCTION AND RESPONSIBILITY:
Assist in the operations of the Iowa Athletics Ticket Office including assisting customers at the ticket windows. Must be available to work over winter and spring breaks.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:
- Sell tickets at ticket windows during office hours and at various events and assist customers with questions.
- Assist customers with purchasing tickets or other questions about Hawkeye Athletics or The University of Iowa.
- Assist with administering tickets to player guests, recruits, and high school coaches at the pass gate at events.
- Complete administrative tasks assigned by Iowa Athletics Ticket Office staff.

SUPERVISION RECEIVED: General supervision is received from the Assistant Ticket Managers.

QUALIFICATIONS:
- Enrolled as a student at The University of Iowa (during academic year).
- Must be available to work over winter and spring breaks.
- Reasonable experience in using computers.
- Excellent organizational skills and attention to detail.
- Demonstrated commitment to GREAT customer service.
- Exhibits professionalism, reliability and confidentiality standards.

HOURLY RATE: $8.25 per hour

WORK HOURS:
Weeknight and weekend hours (based on events). Must be available to work over winter and spring breaks. Students may not work more than 20 hours per week during the academic year. May work up to 40 hours per week during break periods (spring, summer, Thanksgiving, winter) as assigned.