



The University of Iowa
Department of Intercollegiate Athletics



ANNOUNCEMENT OF POSITION VACANCY
Ticketing Coordinator

Type of Position: Regular 100% time; FLSA Exempt

Apply By: September 26, 2022

Salary: \$36,500 - \$40,000

The University of Iowa Department of Athletics seeks applications for a **Ticketing Coordinator**. This is a full-time position which includes full University benefits. The University of Iowa is a NCAA Division I institution and a member of the Big Ten Conference. The Department of Athletics manages 22 varsity sports programs and related events with a workforce of approximately 215 regular employees and 300 temporary employees. Athletics is a people-centric organization that operates under a “**Win. Graduate. Do It Right.**” philosophy. For more information regarding Athletics, please click [here](#).

Responsibilities: The successful candidate will be responsible for assisting with the overall ticket system operations of the Athletic Ticket Office, including serving as first point-of-contact for in-person and phone patrons.

Benefits Highlights: Excellent fringe benefit package including paid vacation and sick leave; health, dental, life and disability insurance options; and generous employer contributions into retirement plans. This position will also be eligible for Athletics Specific Staff Privileges and Taxable Benefits. The University of Iowa is a Big Ten, nationally ranked research university with 30,000 students located in Iowa City. A vibrant community boasting excellent public schools, safe, comfortable neighborhoods, affordable housing, a highly educated population, and numerous cultural, recreational and sporting opportunities and events contribute to the Iowa City area frequently appearing high on the best-places-to-live listings. Go to “[Working at Iowa](#)” to learn more.

Required Qualifications:

- Bachelor’s degree or equivalent combination of education and experience;
- Up to one year of work experience in any box office setting or in a marketing, event management or fund-raising capacity for an intercollegiate athletics program (work experience as a student employee will be considered, but is counted as 50% time);
- Excellent written and verbal communication skills, as demonstrated by providing exemplary customer service to all constituents;
- Ability to work constructively and collaboratively in a diverse environment, demonstrating strong interpersonal skills and ability to build trusting relationships;
- Effectively use office support software (such as Microsoft Office Suite);
- Ability to work effectively in a detailed, highly regulated, and deadline-oriented team environment.

Desirable Qualifications:

- Minimum of one year of full-time work experience in a university athletics ticket office, managing the complete ticketing, event, and personnel needs for a full sport season is highly desired;
- Working knowledge of Paciolan ticketing software (including e.venue and Paciolan Platform);
- Supervisory experience of part-time, temporary staff members, including student employees.

Application Details:

Visit our website at <https://jobs.uiowa.edu> and search for keyword "Ticketing Coordinator". Only applications submitted at <https://jobs.uiowa.edu> will be accepted.

- Job openings are posted for a minimum of 14 calendar days and may be removed from posting and filled any time after the original posting period has ended.
- **Applicants must upload a resume and cover letter and mark them as a relevant file to the submission. Applications without both a cover letter and resume will be considered incomplete and ineligible for consideration.**
- The successful candidates will be subject to a credential and criminal background check.
- Five professional references will be required at a later step in the recruitment process.

For questions or additional information, please contact athl-human-resources@uiowa.edu.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified candidates are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual.