



Sun Devil Athletics seeks a qualified candidate for the position of Graduate Assistant in the Athletics Ticket Office. The successful candidate will gain experience in the daily operations of the Athletics Ticket Office. Reports to the Assistant Ticket Office Managers. Adheres to NCAA and Big 12 rules and regulations, as well as the policies and procedures of the department, the university and the Arizona Board of Regents.

**Duties and Responsibilities**

- Oversee all Ticket Office operations for assigned sports
- Assist the Assistant AD of Ticket Operations with preparation and game-day management of Football, Men's Basketball and Olympic Sports, as assigned
- Reconcile events
- Assist with supervision of part-time event staff
- Other duties as assigned

**SCHEDULE:** TBD; requires working evenings, weekends, and possibly holidays.

**Compensation**

The position is a 12-month assistantship with a start date of August 1, 2025. Candidates may enroll in summer courses to begin position earlier. Compensation includes tuition and a monthly stipend of \$1000. The position is designed for candidates who will be pursuing a master's degree (employment contingent upon proof of enrollment in graduate courses post-hire offer) and the position may be continued for a second year based on performance.

**Minimum Qualifications**

Bachelor's degree required and enrollment in ASU graduate courses (employment contingent upon proof of enrollment in graduate courses post-hire offer).

**Desired Qualifications**

Evidence of strong organization and computer skills; customer service experience; previous experience working independently in a fast-paced environment; ability to meet and establish deadlines; evidence of effective verbal and written communication skills.

**Fingerprint Check Statement**

This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.

**Instructions to Apply**

Submit via email a cover letter, resume, and the names and phone numbers of three (3) professional references in a single MS Word or PDF document by 11:59 PM (Arizona time) on April 30, 2025, to Kelli Sampson at [kelli.sampson@asu.edu](mailto:kelli.sampson@asu.edu).