

California State University, Fresno Athletic Corporation

ACCOUNT EXECUTIVE – TICKET SALES AND SERVICE

JOB ANNOUNCEMENT #21-152

POSITION SUMMARY:	<p>Part-time, non-benefited position available with the California State University, Fresno Athletic Corporation. Under the direction of the Assistant Ticket Manager – Sales, the Account Executive – Ticket Sales and Service is responsible for the generation of new revenue through the sale of new season tickets, partial plans and group tickets for all ticketed Fresno State sports. This position will require frequent outbound sales calls and outreach to interested individuals, organizations, and businesses across the San Joaquin Valley. This position will also be asked to assist with season ticket retention efforts as well as assist with game day ticket operations for Fresno State Athletic Events.</p> <p>This position is an hourly, non-exempt position that is expected to work approximately 25-30 hours per week which may include evenings, weekends, and holidays.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Input and process ticket orders • Answer inbound phone calls • Make sales calls to potential clients • Utilize CRM to track lead and customer information • Provide customer service and resolve tickets issues • Assist in planning and execution of group outings/events • Assist with marketing plans for theme nights • Assist with game day ticket operations for athletic events • Other duties as assigned
QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Work experience that demonstrates strong sales skills • Experience working with software such as Word and Excel • Must have reliable transportation • Strong oral and written communication skills • Ability to: <ul style="list-style-type: none"> ○ Work independently and follow through with minimal direction ○ Work a flexible schedule including nights/weekends ○ Work effectively with individuals from diverse ethnic, cultural and socio-economic backgrounds and project a professional attitude ○ Adhere to CSU rules and regulations, Fresno State Athletics code of conduct, and NCAA rules and regulations • Ability and willingness to support the diversity and equity commitments of the University and Athletic Department • A history of regular attendance and positive performance evaluations <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Previous Sales Experience • Familiarity with Paciolan ticketing software • Familiarity with Salesforce CRM software • Experience working in the ticketing or marketing fields at the professional sports or collegiate athletic level
COMPENSATION:	\$14.00 per hour, plus commission
DEADLINE:	Application review begins immediately. Open until filled.

TO APPLY:	<p>Please visit the Auxiliary Human Resources page at: www.auxiliary.com for job announcement and application. Application, cover letter, resume, and three (3) professional references may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu</p>
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RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Athletic Corporation. This is not a State of California position.*

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