**EWU Athletics Ticket Seller/Ticket Taker**

EWU Athletics Ticket Sellers/Ticket Takers, working under the direct supervision of Athletics staff, will assist with athletic game/event ticket sales, distribute pre-purchased tickets at “will call”, assist with ticket scanning, assist with program sales, assist with distribution of promotional items, provide service and hospitality in VIP areas during game days.

This position will report to *insert department* and *insert title of supervisor/manager.*

This position will work *insert days and hours per week.*

**Required Qualifications:**

Applicants must have excellent customer service and people skills.

Applicants must have a professional demeanor and the ability to effectively communicate with a diverse population via phone, in person, or electronic communications.

Applicants must be detail oriented and able to enter data into an electronic ticketing system and prepare ticketing documents with accuracy.

Applicants must be hard-working, upbeat people-person with a can-do attitude that’s willing to do various tasks as needed.

Applicants must be reliable, responsive, willing to take direction and follow guidance.

Applicants must be able to work during EWU home Football, Volleyball, and Basketball games which are often during the evenings, weekends, and occasionally during academic breaks.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

 **Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**