

Ticket Office Coordinator, Student Unions
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=199243>

Downloaded On: Mar. 31, 2023 3:13am

Posted Nov. 11, 2022, set to expire Aug. 4, 2023

Job Title	Ticket Office Coordinator, Student Unions
Department	Student Unions
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 11, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Athletics and Recreation Services
Job Website	https://www.ubjobs.buffalo.edu/postings/38802

Apply By Email

Job Description

The division of [Student Life](#) is accepting applications for the **Ticket Office Coordinator** position within Student Unions. In this role, you will provide event ticketing support to multiple student groups, organizations and potentially departments at the University at Buffalo. This individual will also support Student Union offerings, events, and programs.

Your responsibilities will include:

- Oversee ticketing software program and acts as conduit with vendor.
- Reconcile all event related revenue.
- Support ticket office budget development and reconciliation processes.
- Liaison with a variety of student governments in support of their events.
- Supervise and schedule a student staff of 12-18 at events and within ticket office.
- Provide support of the multiple services and programs within the Student Unions.



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The position may require evening and/or weekend hours contingent upon events. **Flexibility is important.**

Salary Range: \$44,374 - \$47,374

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the University at Buffalo.

As an Equal Opportunity / Affirmative Action employer, the University at Buffalo will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact