

**Assistant Manager, Athletic Business
Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=260152>

Downloaded On: Jul. 26, 2025 6:35am

Posted Jul. 24, 2025, set to expire May 10, 2026

Job Title Assistant Manager, Athletic Business
Department Administration
Institution Alcorn State University
Lorman, Mississippi

Date Posted Jul. 24, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Athletics and Recreation Services

Job Website <https://jobopps.alcorn.edu/postings/7686>

Apply By Email

Job Description

Job Summary

The incumbent assists in the overall administration of the Athletic Department's fiscal affairs in accordance with the University, SWAC and NCAA regulations, policies and procedures.

Knowledge Skills and Abilities

- Knowledge of budgeting principles, financial reporting, and accounting procedures
- Understanding of NCAA, conference, and institutional compliance and financial regulations
- Basic Computer Skills
- Good ability to analyze budgets, financial data, and operational performance

**Assistant Manager, Athletic Business
Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=260152>

Downloaded On: Jul. 26, 2025 6:35am

Posted Jul. 24, 2025, set to expire May 10, 2026

- Strong ability to prioritize tasks, manage multiple projects, and meet deadlines
- Good communication skills, verbal, written, and interpersonal
- Ability to interact professional with internal departments, athletes, vendors, and external partners
Ability to work with minimal supervision while effectively contributing to team goals
- Ability to adapt to change
- Ability to handle sensitive information with discretion
- Ability to interpret and apply university and NCAA policies consistently

Essential Job Functions

- Assists with processing and monitoring purchase requisitions
- Administers athletic department purchasing guidelines
- Manages and oversees the ticketing process for all athletic events, including sales, distribution, and day-of-event operations
- Assist in coordinating ticket sales through various platforms (online, box office, and group sales)
- Works with external vendors and university partners to ensure smooth ticketing operations
- Ensures compliance with NCAA and university policies and regulations regarding ticket sales
- Provides exceptional customer service to ticket holders, ensuring all inquiries are addressed promptly and professionally
- Troubleshoots issues and provides on-site support during events
- Assists in managing season ticket holder accounts and benefits
- Supports budget preparation and help with the management of ticket related financial data
- Assists in reconciling ticket sales

Qualifications

Three (3) years' experience in a business-related setting with cash management skills; Excellent communication and organizational skills required

Contact Information

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

Contact

Assistant Manager, Athletic Business
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=260152>

Downloaded On: Jul. 26, 2025 6:35am

Posted Jul. 24, 2025, set to expire May 10, 2026