Ticket Office Assistant II

Definition of Class
This is a non-supervisory position in which the incumbent is responsible for assisting in the coordination of administrative affairs of an office. The incumbent participates in all aspects of ticket sales and room reservations, maintenance of records, and compilation and preparation of reports for assigned functions of the unit.

Examples of Work Performed:
Assists in the preparation of ticket sales for events to faculty, staff, students, and the general public including the operation of the Box Office on evenings of performances.

Assists in preparing financial reports indicating tickets issued, tickets sold, net proceeds, and similar data; assists in selecting and supervising the preparation and storage of tickets to be used, ensuring adequate security; advises various sponsors as to recommended sales and management procedures.

Assists in coordinating the scheduling procedures for use of Union meeting rooms, the Grove, Fulton Chapel, the Coliseum, and various other auditoriums or facilities, including campus street banner locations.

Participates in acceptance of deposits to Ole Miss Express accounts and the transmission, reception, delivery and receipt of payments for facsimile service.

Participates in the maintenance and distribution of related records and documentation of all office activities and services; prepares annual summaries of service activities.

Assists in the performance of House Manager duties for Artist Series events and other productions, if requested by sponsor.

Assists in the supervising and scheduling of sound level monitors for campus activities involving the performance of a live band.

Assists in scheduling work for assigned employees or student workers, ensuring proper distribution of work assignments.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Participates in the sale of non-athletic tickets to faculty, staff, students, and general public.

2. Participates in preparation of various reports and maintenance of records/files.

3. Participates in the scheduling of reservations of University meeting rooms and facilities.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

  Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

  Vision: Requirements of this job include close vision.

  Speaking/Hearing: Ability to give and receive information through speaking and listening.

  Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; sit; climb or balance; stoop, kneel, crouch or crawl; and reach with hands and arms.

Experience/Educational Requirements:

  Education:
  High School Diploma or equivalent (GED).

  AND

  Experience:
  Two (2) years of experience related to the above described duties.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.