

## ACCOUNT EXECUTIVE (ATHLETICS)

<b>Posting Number</b>	req20228
<b>Department</b>	Administration and Athletics
<b>Department Website Link</b>	arizonawildcats.com
<b>Location</b>	Main Campus
<b>Address</b>	1 National Championship Drive, Tucson, AZ 85721 USA
<b>Position Highlights</b>	<p>The Athletics Department is dedicated to excellence in collegiate sports, building a modern model of intercollegiate athletics fostering a culture of integrity, innovation, and student-athlete success.</p> <p>The University of Arizona Athletics Department invites applications for the position of Account Executive. The successful candidate must be highly motivated, a self-starter and organized.</p> <p><b>This position requires the ability work a flexible schedule, including nights and weekends, and travel as needed.</b></p> <p><i>Outstanding UA benefits include health, dental, and vision insurance plans; life insurance and disability programs; paid vacation, sick leave, and holidays; UA/ASU/NAU tuition reduction for the employee and qualified family members; retirement plans; access to UA recreation and cultural activities; and more!</i></p> <p>The University of Arizona has been recognized for our innovative work-life programs. For more information about working at the University of Arizona and relocations services, please <a href="#">click here</a>.</p>
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Maximize ticket revenue by increasing paid attendance for Arizona's admission-charging sports. Make a minimum of 60 activities per day.</li><li>• Responsible for a specific book of business to renew (basketball and football) season tickets.</li><li>• Develop new leads through database management and prospecting.</li><li>• Responsible for new ticket sales growth, including season tickets, mini plans, and group tickets for all ticketed sports.</li><li>• Selling season and mini plan packages for all admission charging sports.</li><li>• Selling group ticket packages and programs for all sports.</li><li>• Responsible for growing the overall spend of their renewal accounts.</li><li>• Selling season and mini plan packages for all admission charging sports.</li></ul>

	<ul style="list-style-type: none"> <li>• Selling group ticket packages and programs for all admission charging sports.</li> <li>• Work with marketing to coordinate advertising and ticket promotions for designated sports.</li> <li>• Work all home games as needed, performing various ticket sales and service duties, fulfilling events, servicing groups, and prospecting new sales throughout the game.</li> <li>• Attend networking events to develop and secure new leads for season and group ticket packages.</li> <li>• Additional duties as assigned.</li> </ul> <p><b>Knowledge, Skills and Abilities:</b></p> <ul style="list-style-type: none"> <li>• Effective written and verbal communication skills.</li> <li>• Self-motivated, results-oriented, and has a positive demeanor.</li> <li>• Demonstrated organizational skills, including the ability to plan, establish priorities and successfully manage multiple priority projects.</li> <li>• Demonstrated ability to develop and maintain positive interpersonal relations.</li> <li>• Demonstrated ability to communicate effectively with individuals at all organizational levels, and project a positive, professional attitude.</li> <li>• Knowledge of department related NCAA and Big-12 rules and compliance.</li> <li>• Ability to problem solve and make decisions.</li> <li>• Ability to multi-task with frequent interruptions.</li> <li>• Dedication and motivation to initiate, lead and support value-added projects.</li> <li>• Proficient in Microsoft Word and Excel.</li> <li>• Working knowledge of Paciolan and CRM programs.</li> <li>• Ability to work extended hours including nights and weekends.</li> </ul>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent advanced learning attained through professional level experience required.</li> <li>• Three years of relevant work experience, or equivalent combination of education and work experience.</li> </ul>
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"> <li>• One year direct sales experience (sports sales).</li> <li>• Experience working in college athletics or sports marketing organization.</li> </ul>
<b>FLSA</b>	Exempt
<b>Full Time/Part Time</b>	Full Time

<b>Number of Hours Worked per Week</b>	40 + nights and weekends
<b>Job FTE</b>	1.0
<b>Work Calendar</b>	Fiscal
<b>Job Category</b>	Athletics
<b>Benefits Eligible</b>	Yes - Full Benefits
<b>Rate of Pay</b>	\$42,282 - \$52,851
<b>Compensation Type</b>	salary at 1.0 full-time equivalency (FTE)
<b>Grade</b>	5
<b>Compensation Guidance</b>	<p>The <b>Rate of Pay Field</b> represents the University of Arizona's good faith and reasonable estimate of the range of possible compensation at the time of posting. The University considers several factors when extending an offer, including but not limited to, the role and associated responsibilities, a candidate's work experience, education/training, key skills, and internal equity.</p> <p>The <b>Grade Range Minimum, Midpoint, and Maximum Fields</b> listed below represent a full range of career compensation growth over time in this position and grade. Each unit typically sets starting pay between minimum and midpoint upon hire. The university offers compensation growth opportunities within its career architecture. To learn more about compensation, please review our <a href="#">Applicant Compensation Guide</a> and our <a href="#">Total Rewards Calculator</a>.</p>
<b>Grade Range Minimum</b>	\$42,282
<b>Grade Range Midpoint</b>	\$52,851
<b>Grade Range Maximum</b>	\$63,423
<b>Career Stream and Level</b>	PC2
<b>Job Family</b>	Events Mgmt, Athletics
<b>Job Function</b>	Athletics
<b>Type of criminal background check required:</b>	Name-based criminal background check (non-security sensitive)
<b>Number of Vacancies</b>	1
<b>Target Hire Date</b>	
<b>Expected End Date</b>	
<b>Contact Information for Candidates</b>	Tony Daniel   tonydaniel@arizona.edu
<b>Open Date</b>	8/7/2024
<b>Open Until Filled</b>	Yes
<b>Documents Needed to Apply</b>	Resume, Cover Letter, and One Additional Document
<b>Special Instructions to Applicant</b>	<b>Please submit Resume, Cover Letter, and the answers to the following questions as the Additional Document. Thank You.</b>

1. Describe your knowledge and understanding of NCAA and Big-12 rules and regulations, as they pertain to recruitment and regulations?
2. Please list below any experience you have had since 2015 with high school or college student-athletes. This includes working or volunteering in any capacity with a high school, AAU, sports club, junior college or 4-year institution student-athlete, athletics team or department.
3. Applicants for this position are subject to the following NCAA Bylaws 11.4.2, 11.4.2.1, 11.4.2.2, 11.4.3, 11.4.3.1, 11.4.3.2, 11.4.4, 11.4.4.1, and 11.4.4.2. You may be asked about these Bylaws in an interview, and you may be asked to sign a future affirmation confirming the same prior to or upon your employment by The University of Arizona, if you are selected for employment. Do you understand that by submitting your application for employment you are affirming that you have read these Bylaws, and that such Bylaws would not preclude your employment by The University of Arizona?
4. Are you the parent, coach, relative or guardian of a prospective student-athlete (i.e., student in 9-12 grade or 7-12 grade for men's basketball or junior college student) in the sport of men's basketball, women's basketball or football or have any other type of association with any prospective student-athlete in the sports of men's basketball, women's basketball or football? If yes, please explain.
5. Is your potential employment within the athletic department conditioned upon the enrollment of any prospective student-athlete (i.e., student in 9-12 grade, 7-12 grade for men's basketball or junior college) in the sport of men's basketball, women's basketball or football? If Yes, please explain.
6. Do you understand that failure to disclose any information related to your affiliation with a prospective student-athlete (student in 9-12 grade, 7-12 grade for men's basketball or junior college) in the sports of football, men's basketball or women's basketball might render your application ineligible for consideration?

**Diversity Statement**

At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. As a Hispanic-serving institution, we translate these values into action by seeking individuals who have experience and expertise working

with diverse students, colleagues, and constituencies. Because we seek a workforce with a wide range of perspectives and experiences, we provide equal employment opportunities to applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff and faculty engagement in addressing issues of diversity and inclusiveness.

**Notice of Availability of the Annual Security and Fire Safety Report**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), each year the University of Arizona releases an [Annual Security Report \(ASR\)](#) for each of the University's campuses. These reports disclose information including Clery crime statistics for the previous three calendar years and policies, procedures, and programs the University uses to keep students and employees safe, including how to report crimes or other emergencies and resources for crime victims. As a campus with residential housing facilities, the Main Campus ASR also includes a combined Annual Fire Safety report with information on fire statistics and fire safety systems, policies, and procedures. Paper copies of the Reports can be obtained by contacting the University Compliance Office at [cleryact@arizona.edu](mailto:cleryact@arizona.edu).