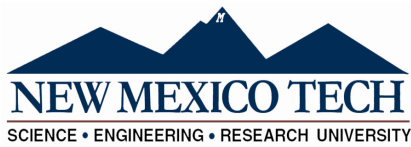


**Posted:** August 19, 2025



## POSITION ANNOUNCEMENT

**TITLE: GOLF SHOP COUNTER ATTENDANT**

**DEPT: GOLF SHOP**

**REG** ☐

**TEMP** ☒

**FULL TIME** ☒

**PART TIME** ☐

**STARTING RATE or SALARY RANGE** \$15.00 - \$17.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH: Concurrent\***

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

This temporary full-time position would support our longer hours of operation for our busy season and the demand for tournaments and events. Support the Director of Golf in all phases of the golf course operations.

### JOB FUNCTIONS:

#### Support Golf Shop Operations

1. Provides excellent customer service, which include sale of inventory, green fees, memberships, and carts.
2. Perform golf course marshalling duties.
3. Ensures that the golf shop is clean, stocked and presentable to the public in the best possible manner.
4. Cleans all restrooms on the golf course property and keep them stocked with paper towels, toilet paper and hand soap.
5. Empty trash cans around golf course property, grill patio, pavilion and all practice areas clear of trash.
6. Managing the daily tee sheet, making tee times appropriately as tournaments and events allow.
7. Supervision of 4-6 student staff employees and the summer City of Socorro Youth Work Program.
8. Picking and cleaning the driving range balls to prepare for daily usage and tournament needs.
9. Assist in providing input for the publication of a monthly newsletter

#### Tournament Administration and Preparation

1. Ensures that a list of participants for each tournament is accurate and assists in preparing scorecards, cart signs, tee sheets, rules sheets and scoreboards.
2. Checking in participants for the tournament as they arrive and ensure they have have paid their entry fees.
3. Inform participants of the rules and format of play.
4. During tournament play, will help with the setup of tournaments and assist golf professional staff with scoring of the tournament

#### Outside Services

1. Ensures golf carts that are set up at the beginning of the day are clean and in good working condition for daily operations and for tournaments.
2. Tags any golf carts that are in need of repair and are not safe for customers to operate.

3. At the end of the day, make sure all golf carts are cleaned and washed off and prepare them for the following day

**REQUIRED QUALIFICATIONS:**

High School (or GED) level ability in spelling, grammar, composition and math. Computer Literate. Golf Knowledgeable.

**DESIRED QUALIFICATIONS:**

Golf Teaching Skills. Golf Tournament Administration. Highly Skilled Golf Playing Ability. Interpersonal Skills. Manual Dexterity skills. Communication Skills.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

|                 |   |
|-----------------|---|
| 0 - 15 pounds   | F |
| 15 - 30 pounds  | F |
| 30 - 50 pounds  | F |
| 50 - 100 pounds | O |
| 100 + pounds    | S |

**PHYSICAL DEMANDS:**

|              |             |             |             |
|--------------|-------------|-------------|-------------|
| Standing 25% | Sitting 10% | Walking 20% | Pulling 5%  |
| Pushing 5%   | Lifting 10% | Stooping 5% | Kneeling 5% |
| Crawling 5%  | Climbing 5% | Reaching 5% | Other       |

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)