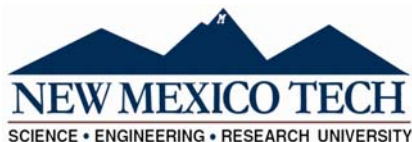


Posted: July 7, 2021



RE-OPEN 11/24/21
POSITION ANNOUNCEMENT

TITLE: ASSISTANT GOLF PROFESSIONAL (2)

DEPT: AUXILIARY SERVICES/ GOLF SHOP

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$34,320-\$39,250

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 DUTIES:

As a member of the Golf Management Team the Assistant Golf Professional will assist the Director of Golf in all aspects of the golf operation; tee times, course play, tournaments and outings, lessons, merchandising, training, etc. Able to provide highly efficient and superior customer service, maintain and provide daily records to assist head golf professional with reports and supervising the Golf Shop Assistants, PGM Interns, Snack Bar Attendants, Students and Volunteer Staff.

Inventory Control

1. Checks in inventory, ensures orders are accurate, inputs into POS database, generates price tags to merchandise on the sales floor.
2. Performs a physical inventory of resale items in the golf shop and prepares a list of items to order.

Manage Golf Shop

1. Provides excellent customer service, which includes sale of merchandise, green fees, memberships, and carts.
2. Responsible for golf course marshalling and ranging duties.
3. Prepare a work schedule for the golf shop staff.
4. Supervision of golf shop assistants, temporary staff, PGM interns, and grill staff.

Financial Administration

1. Generates journal vouchers for departmental charges and submits to the business office for processing.
2. Prepares direct payment forms to submit accurate payments for invoices for products/services received to accounts payable department and follows all New Mexico Tech purchasing policy procedures.
3. Prepares Purchase Orders to submit accurate payment to accounts payable department for invoices of products/services received and follows all New Mexico Tech purchasing policy procedures.
4. Reconciles cash register, generates deposits and cash reports, performs daily audits of cash register to confirm proper cash procedures are being followed.
5. Responsible for maintaining accurate records and timely collection of all golf course pass payments.

Teaching

1. Give public lessons to NM Tech students enrolled in New Mexico Tech's beginning golf class each semester.
2. Give public lessons to special groups (i.e., Summer Junior Golf Program, junior group lessons, lessons for physically impaired, lessons for elderly).

Tournament Administration and Preparation

1. Ensures that a list of participants is received well before the tournament and enters all participants into the tournament software program.
2. Checking in participants for the tournament as they arrive and ensure they have paid their entry fees. Inform participants of the rules and format for play.
3. Responsible for the administration of the golf tournament. This includes preparing tournament tee sheets, pairing sheets, scorecards, cart signs, score-sheets, marking hole locations, building hole location sheets and properly marking the course. During play, administers marshalling and makes correct decisions on the rules of golf. At

the end of play, ensures correct scoring and enters/modifies tournament scores into USGA handicap system as needed. Create tournament results sheet to be posted and assist tournament committee in awards presentation.

Golf Cart Maintenance and Club Repair

1. Ensures that golf carts brought up at the beginning of the day are all clean and in good working condition for the public.
2. Ensures that if any carts are deemed dangerous, in need of repair, or are in poor working condition, they are so marked and fixed before the public can use them.
3. Ensure that at the end of the day, all carts are cleaned and washed off so that they are in good condition for the next day.
4. Perform minor club repairs as needed.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition math. Bachelor's degree preferred with concentration in management, candidates within 18 months of graduation will be considered for this position. 2 years prior golf experience required. Actively pursue PGA membership in a timely manner through the PGA PGM program required. Self-motivated individual with excellent customer service relations and interpersonal skills required. Highly organized, detail oriented individual with good managerial skills required. Must have or be able to acquire within 30 days: A valid NM Driver's License, NM Food Handler/ Manager Permit, NM Alcohol Server's Permit required. Must maintain professional and composed even during periods of difficulty with the diverse clientele of the course. Must be able to pass a background check including credit as well as performance. This position is responsible for multiple financial transactions where accuracy is required.