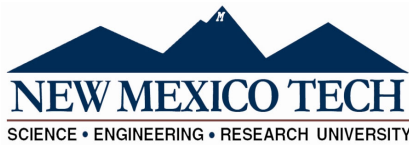


**Posted:** September 21, 2022



**REVISED 9/21/22**  
**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, Students and Volunteer Staff.

**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. 3 year's prior golf experience preferred. Actively pursue PGA membership in a timely manner through the PGA PGM program desired. 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. 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.