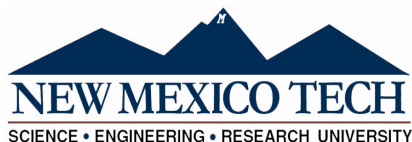


Posted: May 3, 2023



POSITION ANNOUNCEMENT

TITLE: PGM INTERN (2)

DEPT: AUXILARY SERVICES/ GOLF SHOP

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.00

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:

Assists the Director of Golf in all phases of the daily golf course operations. Assist with the Socorro Junior Golf Program and all events/tournaments.

JOB FUNCTIONS:

Manage Golf Shop Counter - Provides excellent customer services, which includes sale of inventory, green fees, memberships, range balls and carts. Responsible for golf course marshalling and ranging duties. Ensures the golf shop is clean and presentable to the public. Reconciles cash register at end of shift and generates golf shop deposits. 30%

Teaching - Give public group lessons to junior golfers through the New Mexico Tech Golf Course Junior Golf Program and PGA Junior League. Give Public lessons to special groups (group outings, ladies groups, physically impaired, classes for elderly, etc.). 30%

Tournament Administration and Preparation - Ensures that a list of participants is received before the tournament and enters all participants into the computer tournament software. Checks in participants for the tournament as they arrive and justifies number of participants to number of entry fees received. Informs participants of the rules and format of play. Prepares tee sheets, scorecards, cart signs, and score-sheets. During play, administers marshalling and helps make decisions on the rules of golf and etiquette. At the end of play, checks for correct scoring and enters/modifies tournament scores in USGA handicap system as needed. 20%

Golf Cart Maintenance and Club Repair - Ensures that golf carts brought up at the beginning of the day are clean and in good working condition. If any carts are deemed dangerous, in need of repair, or are in poor working condition, that they are so marked and fixed before the public is allowed to use them. Ensures that at the end of the day, all carts are cleaned and washed to be in good condition for the next day. Perform minor club repairs as needed. 10%

Inventory Control - Checks inventory in when it arrives. Merchandises inventory on a weekly basis and performs monthly inventory counts. 10%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Golf Knowledgeable. Extensive Golf Background. Computer Literate. Golf Tournament Administration. High skilled golf playing ability. Tournament Experience. Interpersonal Skills. Communication Skills.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 30%	Sitting 10%	Walking 33%	Pulling 2%
Pushing 5%	Lifting 10%	Stooping 2%	Kneeling 2%
Crawling 2%	Climbing 2%	Reaching 2%	Other

Apply to: nmtjobapps@npe.nmt.edu