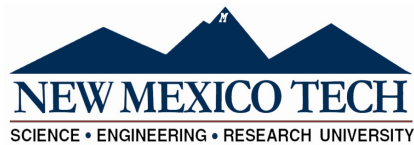


**Posted:** October 28, 2025



## POSITION ANNOUNCEMENT

**TITLE: ASSISTANT GOLF PROFESSIONAL      DEPT: GOLF SHOP**

**REG ☒      TEMP ☐      FULL TIME ☒      PART TIME ☐**

**STARTING RATE or SALARY RANGE \$34,320**

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: 11/06/2025\*** 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 golf course operation while actively implementing New Mexico Tech's strategic plan objectives. To ensure that every customer has a quality experience on the golf course within the framework of the golf shop budget.

### JOB FUNCTIONS:

#### Inventory Control

1. Checks the inventory in when it arrives. Ensures that what is delivered is what was ordered and invoiced. Ensures that what is in the packages is on the packing slip.
2. Inputs inventory into the POS database accurately. Ensures that each item is assigned its own SKU number, cost price, retail price, and number of items received is entered into the POS database.
3. Prints a price tag for each piece of inventory. Ensures that each piece of inventory has the correct tag associated with it.
4. Places each piece of inventory on golf shop sales floor. Ensures that each piece of inventory is placed in such a way that it has a maximum chance of being sold. Rearranges merchandise on sales floor a minimum of once per month or as directed.
5. Performs monthly inventory count. Prints a Physical Inventory Count sheet which should contain the correct amount of merchandise in the golf shop and verifies the inventory by physically counting each piece of merchandise to ensure there are no discrepancies.

#### Manage Golf Shop

1. Provides excellent customer service, which includes sale of merchandise, green, golf passes and cart usage fees.
2. Responsible for golf course marshalling duties, enforcing pace of play rules and course rules. Prepare a work schedule for the golf shop staff.
3. Ensures that the golf shop is clean and presentable to the public in the best possible manner. Generate reports containing financial information used for golf course operations.
4. Supervision of 10-15 student staff.
5. Supervision of golf shop assistants, temporary staff, PGM interns.

6. Creates marketing information for upcoming tournaments and special events at the golf course. Maintains several databases that contain names and addresses of the various golf associations that flyers and letters are sent to.
7. Provides input for the publication of a monthly newsletter done through a point-of-sale system that delivers the newsletter via email. The newsletter will contain various articles and improvements to the game and to the course itself. It will also contain announcements and upcoming tournament information.

#### Financial Administration

1. Generates journal vouchers for departmental charges and submits them 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 lessons to NM Tech students enrolled in New Mexico Tech's beginning golf class each semester.
2. Give lessons to special groups (Junior Golf programs, ladies, seniors, group lessons and private lessons).

#### 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 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 mark 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.
5. Maintain up to date industry best practices for club fitting, utilizing various fitting tools

### **REQUIRED QUALIFICATIONS:**

High School (or GED) level ability in spelling, grammar, composition and math. Computer Literate. Golf Knowledgeable. Golf Teaching Skills. Golf Tournament Administration. Tournament Playing Experience. Highly Skilled Golf Playing Ability. Interpersonal Skills. Manual Dexterity. Communication Skills. Public Speaking Skills. Must possess a valid state issued driver's license. Ability to pass a background check with the PGA of America. Ability to obtain a NM Alcohol Servers License. Must make progress and successfully complete the PGA of America Professional Golf Management Program.

**DESIRED QUALIFICATIONS:**

Bachelor’s Degree in Business Administration or related field.

**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 20% | Sitting 15% | 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)