Definition of Class
This is a supervisory position in which the incumbent assists in the coordination and marketing of all Pro Shop and golf course activities, collects revenues and provides good public relations with customers and employees. This position reports to the Manager of the University Golf Pro Shop.

Examples of Work Performed
Assists in the coordination of all pro shop activities; identifies new marketing opportunities in the community.

Collects and documents all golf course revenues.

Purchases and maintains inventory of goods for resale.

Oversees scheduling of daily tee-times and starter activities.

Maintains good public relations with customer and employees.

Promotes revenue-producing events by assisting in marketing the golf course to students and the community.

Tracks and reports monthly marketing programs and expenses.

Updates the website, social media, email outlets, and newsletter.

Plans, promotes, solicits and executes tournaments for the club to maximize revenues.

 Prepares time records for payroll and hired employees; totals weekly hours; calculates personal, medical and compensatory leave.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Assists in the coordination and marketing of all Golf Pro Shop and golf course activities.

2. Manages the collection and documentation of golf course revenues. Prepares daily sales reports and deposits.

3. Acts in the public relations capacity by coordinating and promoting revenue producing events such as tournaments.
Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to sit and reach with hands or arms. The incumbent is occasionally required to stand; maintain balance; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:
Two (2) years of experience related to the above described duties.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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