

Specialist, Golf Course
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=251432>

Downloaded On: Jan. 15, 2025 8:02am

Posted Jan. 13, 2025, set to expire Nov. 29, 2025

Job Title	Specialist, Golf Course
Department	Staff
Institution	Austin Community College Austin, Texas
Date Posted	Jan. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5922077
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Job Description	

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Specialist, Golf Course

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Specialist, Golf Course

Job Description Summary:

To support the day-to-day operations, inventory control, and tournament management of the college-owned golf course at the Riverside Campus.

Job Description:

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

- May supervise, train, coach, direct, and coordinate reporting personnel while adhering to organizational human resource policies and procedures as well as related employment laws.
- May assist Golf Course Manager by overseeing staff's duties and day-to-day operations and acting on behalf of manager in manager's absence.
- Maintains courteous relationships with the public, vendors, contractors, and other golf course

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contacts and tactfully and efficiently responds to complaints, concerns, and problems as they arise.

- Manages pro-shop including orders, merchandising displays, sales, and inventory control.
- Handles golf reservations and tee times.
- Directs the course Marshall Program including recruitment, scheduling, and training.
- Assists in the planning and operation of special events, tournaments, leagues, and clinics.
- Promotes use of the golf course and acts as marketing contact.
- Assures systems supporting cash handling, credit cards processing, and reservations are working properly.
- Coordinates golf play with groundskeeping and food/beverage areas as needed.
- Reports emerging issues to get direction and feedback from Golf Course Manager.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Thorough understanding of the rules of golf, proper golf etiquette, golf operations, and tournament set-up along with general safety regulations.
- Scheduling and labor force planning.
- Delivering quality customer service.
- Proper cash/credit handling knowledge.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effective delegation skills, team building, and ability to collaborate well with others as well as working independently.
- Establishing and maintaining effective working relationships.
- Strong customer-service orientation when working with diverse employee, community, and partner populations.
- Effective planning, organizing, implementation, communication (both written and verbal),

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problem-solving, and interpersonal skills including use of tact and discretion and the ability to meet deadlines.

- Reliability to maintain an established and flexible work schedule including evenings and weekends.
- Ability to maintain confidentiality of employee and work-related information.

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.

Required Work Experience

- Two years related work experience.

Preferred Work Experience

- Three years of experience in sports management, marketing or related field including one year experience in similar golf operations.

Required Education

- High school diploma or educational equivalent.

Preferred Education

- Associate degree in business administration, sports management, marketing, or related field.

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Physical Requirements

- Work is usually performed in a standard office or similar environment; at other times, work may be performed outdoors subject to various weather conditions.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping and climbing ladders or stairs.
- Lifting objects up to 10 pounds with occasional need to lift 50 pounds.

Salary Range

\$47,840 - \$59,000

Number of Openings:

1

Job Posting Close Date:

January 17, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to



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perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Riverside-Campus/Specialist--Golf-Course_R-7025

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Austin Community College

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