

JOB TITLE : HEAD GOLF PRO

JOB FAMILY : ATHLETICS AND PHYSICAL EDUCATION

BAND : F

FLSA : EXEMPT

JOB CODE : 10452

MAIN FUNCTION:

Plan and execute all activities of Cornell University Golf Course, pro-shop, and club house; serve as head coach of Cornell Men's Golf Team.

ESSENTIAL DUTIES & RESPONSIBILITIES :

Manage all aspects of operation of golf course, excluding grounds maintenance.

Prepare and monitor overall golf operation budget.

Supervise pro-shop and club-related personnel.

Maintain PGA standards and policies at all times.

Work in cooperation with grounds superintendent to develop and maintain high quality course grounds.

Coordinate tournament administration.

Develop customer and alumni relations.

Monitor and control inventory and sales.

As head coach, plan and execute team training, travel, and play.

JOB PROFILE :

MINIMUM EDUCATION : Bachelor's degree or equivalent.

MINIMUM EXPERIENCE: 5 but less than 7 years of experience or equivalent.

IMPACT: Accountable for activities which have a moderate impact on operations, resources or the University's reputation.

CONTACTS INSIDE THE UNIVERSITY: Contacts are throughout the University and involve assisting others and providing or obtaining cooperation for the completion of tasks.

CONTACTS OUTSIDE THE UNIVERSITY: Contacts involve providing and/or receiving guidance, advice or information that must be analyzed and developed by the position.

CONTACTS WITH STUDENTS: Frequent contact dealing with confidential information such as student grades, financial records, treatment, etc.

SUPERVISION GIVEN: Responsible for providing on-the-job training, guidance, advice and counsel to other employees in the group and to positions performing the same work or related technical tasks.

COMPLEXITY: Frequently adapt, combine, or make improvements to services, products, processes or programs. Duties generally involve different and unrelated processes and methods. Work requires reasoning skills and judgment.

LEVEL OF DECISION MAKING : Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students.

EFFECT OF DECISION MAKING: Decisions directly affect multiple functional areas within a department or have a limited effect on students and employees.

FREEDOM OF ACTION: Very general supervision which requires interpretation of work policies and procedures, and, at times, deviation from standard work practices.

WORKING CONDITIONS: Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.

A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA