JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Assistant Golf Professional

Job Code: 7471

Salary Grade: S04

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Delivers a world-class golf experience at a premier championship facility. This position is involved in all aspects of daily golf operations, including member and guest services, tournament and event coordination, golf shop merchandising, teaching and club fittings, pace-of-play monitoring, and maintaining the overall flow and presentation of the golf operation.

- Provide personalized service to members and guests, fostering a welcoming and professional atmosphere
- Assist in the planning and execution of tournaments, outings, and member events
- Deliver golf instruction and clinics to players of all skill levels (if certified)
- Manage tee sheet operations and monitor pace of play; oversee reservation system and on-course play
- Support golf shop operations, including inventory control, visual merchandising, and handling special orders
- Maintain clean and organized work areas while upholding club policies and standards
- Collaborate with the Head Golf Professional and team members to enhance the overall club experience
- Prepare clear and concise written reports, memos, and documentation as needed
- Maintain organized records, follow up on delegated tasks, and effectively manage time
- Supervise, schedule, and train student employees and support staff
- Oversee golf cart operations, including staging, bag drop services, and golf cart barn management
- Performs related duties as assigned to successfully fulfill the function of the position

Minimum Requirements

Education:

- High School diploma or GED

Experience:

- 2 years of experience in a golfing environment in golf operations and customer service at a private or resort golf facility

Required Certifications or Licenses:

- Valid Driver's License to drive university vehicles

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Strong verbal and written communication skills
- Ability to build rapport quickly with students, faculty, staff, and guests
- Excellent time management and multitasking abilities with a proven track record of meeting deadlines under pressure
- High level of professional customer service skills
- Ability to perform well in fast-paced and occasionally high-stress environments
- Proficient in Microsoft Office Suite and related software
- Flexible availability, including early mornings, weekends, and holidays
- Familiarity with tournament software, POS systems, and tee sheet management tools

Working Conditions

Physical:
Communicate effectively, both verbally and in writing.
Ability to lift, carry, and move up to 50 lbs. as needed.
Ability to engage in repetitive motions.
Ability to stand and walk for extended periods

Environmental:
Exposure to extreme temperatures.

Travel required across the golf course, campus, and to other facilities
Work performed both indoors and outdoors in all weather conditions
Operates safely around machinery and moving parts, including golf carts
Possible exposure to fumes

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