Student Internship Position Description
Facility Management - Forrest Creason Golf Course

Position Summary
This individual assists with the facility management, special events and program development of the Golf Course within the Department of Recreation and Wellness. The purpose of this position is to assist with efficient facility operations, policy and rule enforcement, special event staging and the development of future programming. Additional duties include learning management software, basic equipment operations and supervision of student staff.

Essential Duties and Tasks
• Provide excellent customer service and maintain positive relations and rapport with customers of the golf course
• Assist with daily administrative cash operations
• Assist with group outings and events
• Assist with student employee scheduling and management
• Assist with facility scheduling
• Design marketing plan for student population
• Assist and make recommendations regarding purchase of retail products
• Familiarity with and competence in golf course policies and procedures
• Maintain and coordinate golf course student employee files
• Learn and demonstrate the mission of Recreation and Wellness

Knowledge, Skills and Abilities
• Knowledge of golf industry
• Computer Software skills
• Strong customer service skills, including interpersonal and presentation abilities
• Excellent writing skills
• Excellent communication skills
• Attention to detail
• Recreation facility management knowledge (higher education experience preferred)

Requirements
• Active enrollment in a college undergraduate or graduate degree program
• (Preferred) CPR/FA & AED certified
• Business casual dress requirement