



## Position Announcement: Pro Shop Staff

### Position Description:

Pro Shop Staff will serve the Northeastern 18 golf facility pro shop reporting directly to the Golf Director. The position will provide support to patrons and customers of Northeastern 18. Duties of this position include but are not limited to:

- Assist with all aspects of daily operation of the golf shop including managing and tracking play
- Protect and control of assets including inventory control
- Assist with all merchandising functions
- Provide excellent customer service

.Questions regarding this position should be directed to Vernon Harbart, Director of Golf at 521-6889 or e-mail to: [Vernon.Harbart@njc.edu](mailto:Vernon.Harbart@njc.edu). For additional information about NJC, see the college web site at <http://njc.edu>.

### Expectations:

- **Positive attitude** through dedication to NJC mission and values; willingness to accept and promote change; open-minded fairness and consideration of multiple perspectives; willingness to take risks, work hard, accept responsibility for personal/professional growth, lead and follow well, accept criticism, handle conflict, and motivate others.
- **Commitment** to cooperation, consensus building, collaboration, effective goal-setting and evaluation.
- **Participation** in campus organizations and activities.

### Qualifications:

- Must be outgoing and not afraid to engage in conversation with customers
- Knowledge of computer preferred
- Golf experience helpful but not necessary

### Appointment specifics:

This position is a seasonal appointment from approximately end of April to the end of September with a pay range of \$7.65 - \$7.75 per hour for approximately 16 – 24 hours per week.

### Application:

Review of complete application packets will begin February 24. Position will remain open until filled. Complete application packet to consist of:

- Completed NJC application form
- Complete résumé
- Release Authorization (for background check)

Employment application and release available at: <http://www.njc.edu/HR/jobs.html> Submit completed application materials to: Vernon Harbart at 100 College Avenue; Sterling, CO 80751. Direct questions to [Vernon.Harbart@njc.edu](mailto:Vernon.Harbart@njc.edu). Faxed applications accepted at 970-521-6678. Position opens until filled.

**NOTICE TO ALL APPLICANTS:** *Northeastern Junior College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, or veteran status in its activities, programs or employment practices. If you believe that any of the factors above have entered into the consideration of your application for employment, please contact the Northeastern Junior College Interim Director of Human Resources at (970) 521-6730 or e-mail to [tammy.kallsen@njc.edu](mailto:tammy.kallsen@njc.edu).*

*It is Northeastern Junior College's procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.*

*If you are covered by the Address Confidentiality Program, CRS 24-21-201 through 24-21-214, please notify the HR Office listed on this announcement so that you are provided the appropriate time extension for notifications provided by U.S. mail. The extension allowed under this program applies only to U.S. mail notifications that include a deadline of 10 days or less.*

*All materials received become the property of Northeastern Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.*

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**College/Community Profile:**

*Northeastern Junior College, one of 13 member-colleges of the Community Colleges of Colorado, lies in the rural northeastern Colorado town of Sterling. The community of approximately 13,000 residents enjoys easy access to Denver, the Rocky Mountains and the western-agricultural lifestyle. Northeastern Junior College enrolls approximately 1,000 full-time and 2,500 part-time students through 90 majors in associate degree and certificate programs. As a residential campus with five halls accommodating 450+ students, the college attracts students from throughout Colorado, many states and several foreign countries. Approximately 55 full-time and 25 part-time faculty comprise the teaching staff.*

**NJC Mission:**

*"Northeastern Junior College is a comprehensive two-year institution that is committed to providing excellence in learning, training, and service. We strive to produce skilled and knowledgeable students who transfer successfully and enter the workforce productively. We strive to enrich the quality of lives through affordable and accessible learning opportunities."*





RELEASE AUTHORIZATION

In connection with my application for employment, I understand that a consumer report may be requested and may include information as to my character, work habits, credit, academic-credential verification, job performance, experience and reason for termination. Further I understand that you may be requesting information concerning my motor vehicle operations history and criminal history from various private and public sources along with other public records available.

I HEREBY AUTHORIZE AND RELEASE FROM ALL LIABILITY, WITHOUT RESERVATION, NORTHEASTERN JUNIOR COLLEGE, PREMIER INFORMATION ACCESS SYSTEMS, AND ANY LAW ENFORCEMENT AGENCY, ADMINISTRATION, STATE/FEDERAL AGENCY, INSTITUTION, INFORMATION SERVICE BUREAU, EMPLOYER, EMPLOYEE, INSURANCE COMPANY OR PERSON GATHERING OR FURNISHING THE ABOVE-MENTIONED INFORMATION.

I further acknowledge that a telephone facsimile (FAX) or photographic copy of this release will be valid as the original. According to the Fair Credit Reporting Act, I am entitled to know if employment will be and is ultimately denied because of information obtained by my prospective employer from a consumer-reporting agency. If so, I will be advised by this employer and be given the name of the agency or source of this information.

Print Name: \_\_\_\_\_
First Middle Last

Today's Date: \_\_\_\_\_ Social Security Number: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Birth: \_\_\_\_\_ (Used for criminal and driving records. The age discrimination act in the employment act of 1967 prohibits discrimination in employment based on age).
Month/Day/Year

List states of residence for last seven (7) years: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Northeastern Junior College, 100 College Ave., Sterling, CO 80751, Fax: 970-521-6678

