

Birck Boilermaker Golf Complex
1300 Cherry Lane
West Lafayette, IN 47906

Sales & Merchandise Management Internship

Key Responsibilities:

- ◆ Assist with merchandise planning, execution, and evaluation including:
 - ◆ Receive, price and display merchandise
 - ◆ Maintain soft goods merchandise inventory on weekly basis
 - ◆ Initiate reorders of key merchandise and rotate sales items
 - ◆ Set up of sales events
 - ◆ Assist with merchandise buying plans
 - ◆ Assist with Online Pro Shop Management
 - ◆ Process and ship special orders and phone orders
- ◆ Will work with organizations such as the John Purdue Club, Athletic Department, Nike Golf, Greg Norman Collection, Cutter & Buck and others to ensure quality products are offered to customers
- ◆ Sell merchandise to local businesses, golf events, trunk shows and other special events
- ◆ Sell tee times and merchandise while assisting customers in the Pro Shop
- ◆ Assist with group sales and marketing efforts including mailings, phone calls, sales meetings, etc
- ◆ Assist with training of pro shop employees
- ◆ Assist with opening and closing responsibilities of the Golf Complex

Additional Responsibilities:

- ◆ Work in the Range Shop, Snack Shop, and Cart Barn operations as needed
- ◆ Assist golf operation managers in their respective duties including other duties as assigned
- ◆ Must work a minimum of 15 hours per week March 1 - May 1, 40 hours per week May 2 - Aug 21, 15 hours a week Aug 22 - Oct 31. Must be able to work evening and weekend events year round. Must be able to work through Oct 31 to complete the internship.

Qualifications:

- ◆ Organization, prioritization and follow-through skills
- ◆ Dependable
- ◆ Team player
- ◆ Excellent public relations, oral and written communication skills
- ◆ Personable
- ◆ Multi-tasker
- ◆ Work well in high pressure situations
- ◆ Computer experience (IBM)
- ◆ Weekend and evening availability
- ◆ Retail and/or Sales experience preferred

Benefits:

- ◆ Hourly wage based on experience
- ◆ Hands-on experience at a nationally recognized 36-hole championship golf complex
- ◆ Interaction and networking with golfers, outing planners, coaches, athletics administrators and local businesses
- ◆ Two staff shirts will be provided, additional staff shirts may be purchased at cost
- ◆ Complimentary golf, carts and range balls on both courses
- ◆ Time block authorization if requested
- ◆ Compliance with Purdue University internship programs

Sales & Merchandise Management Intern will report to:

Rex Spencer, Assistant Golf Professional - Merchandising, rex@purdue.edu 765-496-3960
Dan Ross, Head Golf Professional & Director of Instruction, dmross@purdue.edu, 765-496-2203
Brent Wills, Assistant Golf Professional - Events, brent@purdue.edu, 765-496-9310

TO APPLY:

Please submit cover letter and resume to rex@purdue.edu no later than February 10, 2012.