

Job Posting

Position: Rules of Golf Associate
Organization: United States Golf Association
Location: Far Hills, New Jersey
Reports to: Manager, Rules Education

Position Summary:

The Rules of Golf Associate is primarily responsible for answering Rules of Golf inquiries received via telephone, email, facsimile or letter. The Associate is also responsible for processing applications for reinstatement to amateur status and handling Rules of Amateur Status inquiries received via telephone, email, facsimile or letter.

Primary Duties:

- Respond to Rules of Golf Phone Calls.
- Respond to Rules of Golf Emails, Letters and Facsimiles.
- Process Applications for Reinstatement to Amateur Status and respond to Rules of Amateur Status Phone Calls, Emails, Letters and Facsimiles.
- Document Rules of Golf Q's and A's for issues not covered in the Decisions on the Rules of Golf. Develop form responses to email inquiries.
- Work on special projects and assignments as directed by members of Rules of Golf staff, such as proofreading Rules of Golf, Decisions on the Rules of Golf and the Rule of the Day; preparing kits for Rules of Golf Workshops; attending and/or coordinating Rules of Golf Workshops; teaching Rules of Golf; and working at USGA Championships.

Working Relationships:

The Rules of Golf Associate works with the Director of Amateur Status and Rules of Golf for amateur status issues. Within the USGA, the Associate also interfaces with Equipment Standards Staff, Handicap Department, Championship Department and Regional Affairs personnel. Outside of USGA, the Associate interfaces with club professionals, golf association personnel, PGA Sectional Office personnel, Tour Rules Officials and individual golfers.

Knowledge, Education, Skills & Abilities:

Qualified candidates must have excellent oral and written communication skills, personal computer skills (which must include a strong working understanding of Word, Outlook and Excel) and a demonstrated interest in and understanding of the Rules of Golf and Rules of Amateur Status. The Associate must be able to respond to inquiries in a tactful and timely manner, and work without supervision, particularly during the USGA Championship season. Experience working at a golf association, PGA Section, etc. and attendance at a PGA/USGA Rules of Golf Workshop or other Rules of Golf seminars would be beneficial.

Rules of Golf Seminars are scheduled from January – March, please visit www.usga.org/rules on how to register.

The Rules of Golf Associate position is a two-year assignment, after which employment with the USGA will end. On the job training will be provided.

To Apply:

Please send cover letter with salary expectations and resume to hr@usga.org.