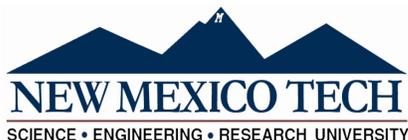


**Posted:** March 8, 2023



## POSITION ANNOUNCEMENT

**TITLE:** TRAVEL SPECIALIST I

**DEPT:** EMRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$16.25-\$17.88

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

**INTERNAL POSTING THROUGH:** March 16, 2023\*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

This position is responsible for processing all First Responder Non-Employee Travel reimbursements. Will be responsible for ensuring all payments made on behalf of New Mexico Tech/EMRTC First Responder Program are accurately and efficiently in accordance with all New Mexico Tech and federal policies and regulations. Under general supervision, performs various accounting tasks such as calculating, researching and verifying documentation. Other duties could include: data entry of program documents; maintain files for program documents; assist with registration/graduation.

### JOB FUNCTIONS:

|  |     |
|--|-----|
| Review travel statements ensuring allowable expenses under current NMT and Federal Travel policies and guidelines. | 45% |
| Process travels to Banner for payment.   | 10% |
| Assist First Responder participants with questions or problems regarding travel reimbursement.                     | 30% |
| Maintain NE Travel database.   | 5%  |
| Assist with Registration/Graduation as needed.   | 5%  |
| Other duties as requested/required.  | 5%  |

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Formal diploma/certificate/degree program of 6-18 months after high school, Accounting or six credit hours in college-level course from an accredited college/university (credit hours can be waived for directly applicable experience. Two years' experience = three credit hours) or five years' progressive office experience. Two years' experience in spreadsheet and word processing applications. Strong oral and written communication skills with students, faculty, and staff. Knowledge of accounting theory (the difference between debits and credits). Strong organizational skills. Ability to deal tactfully with participants, staff and instructors under favorable and unfavorable circumstances. Ability to work under time constraints and deadlines. Two years' experience in travel or related accounting fields. Valid NM driver's license. A pre-employment drug test is required upon hire.

### DESIRED QUALIFICATIONS:

Experience in advising personnel on policies and procedures. Six months Banner experience.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

|                 |   |
|-----------------|---|
| 0 - 15 pounds   | F |
| 15 - 30 pounds  | F |
| 30 - 50 pounds  | F |
| 50 - 100 pounds |   |
| 100 + pounds    |   |

**PHYSICAL DEMANDS:**

|          |          |          |          |
|----------|----------|----------|----------|
| Standing | Sitting  | Walking  | Pulling  |
| Pushing  | Lifting  | Stooping | Kneeling |
| Crawling | Climbing | Reaching | Other    |

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)