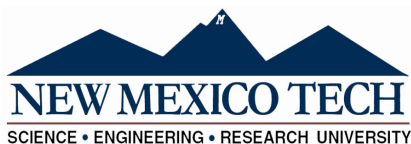


**Posted:** March 10, 2026



## POSITION ANNOUNCEMENT

**TITLE:** TRAVEL ANALYST I

**DEPT:** BUSINESS OPERATIONS

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$43,680 - \$50,232

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:** 03/19/2026\*

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:

Responsible for overseeing all aspects of travel to ensure that all payments made on behalf of New Mexico Tech are accurately and efficiently processed in accordance with all New Mexico Tech, State of New Mexico, and other regulations. Under general supervision of the Business Operations Manager, performs various accounting tasks such as calculating, researching and verifying function in support of the University's Business Operations Office and Accounts Payable/Travel Office.

### JOB FUNCTIONS:

Reviews travel request and statements ensuring allowable expenses under current regulations, state laws and regulations, institute policies and procedures. Uses Dynamic Forms to route, receive and print travel documents. Processes travel statements for payment. Scans travel documents into BDM. Maintains travel-tracking spreadsheet. Keeps up to date with current Federal and State regulations. Makes recommendations for policy changes and revisions. Tests, troubleshoots and corrects data entry errors on the travel forms in Dynamic Forms as well as trains others on how to use the travel forms. Maintains the files online in Dynamic Forms. Orders supplies and forms as needed. Updates website as necessary.

Assists faculty, staff and students with questions or problems regarding travel. Assists with internal review and external auditors. Assist with Accounts Payable when necessary.

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. At least three years of experience in a business administrative setting. Strong organizational skills. Must be able to work under time constraints with the ability to schedule own workload and meet deadlines. Must be able to work independently while reading and interpreting complex materials. Teamwork and interpersonal skills. Strong verbal, written communication skills, and analytical skills. Must be proficient in Microsoft Office applications, especially Excel and Word. Experience in advising personnel on policies and procedures. Ability to deal tactfully and effectively with Tech staff, faculty, students, and the general public in a courteous and professional manner. Must maintain confidentiality, good communication skills, and a positive work attitude. Ability to work in a highly regulated and constantly changing environment, under time constraints and deadlines. Ability to research regulations and overcome errors.

## DESIRED QUALIFICATIONS:

Associate's degree or completion of program 18+ months after high school in Business or related field. Knowledge of Federal travel regulations and international travel. Two years' experience in Business Administration fields. Experience with NMT business processes and applications. Experience with Ellucian Banner or equivalent.

## LIFTING REQUIREMENTS:

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

0 - 15 pounds	O
15 - 30 pounds	O
30 - 50 pounds	O
50 - 100 pounds	O
100 + pounds	S

## PHYSICAL DEMANDS:

Standing 5%	Sitting 90%	Walking 5%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

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