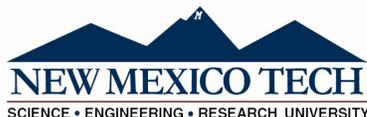


Posted: September 10, 2024



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: September 19, 2024* 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:

Under general supervision, the Travel Specialist is responsible for processing all travel reimbursements for First Responder participants who attend the New Mexico Tech/EMRTC First Responder Training.. This role ensures that all reimbursements made on behalf of the program comply with New Mexico Tech and Federal Travel Policies and regulations. Under general supervision, the Travel Specialist performs various accounting tasks, including calculating reimbursements, researching, and verifying documentation. Additional duties include data entry, maintaining program document files, and assisting with registration and graduation processes.

JOBS FUNCTIONS:

Travel Reimbursement Processing: 90%

Process travel reimbursements for First Responder participants, ensuring accuracy and compliance with all relevant policies and regulations.

Review and verify travel documentation, including receipts, itineraries, and other supporting materials.

Calculate reimbursement amounts and ensure timely processing of payments.

Ensure all payments and transactions are properly documented and comply with New Mexico Tech and federal travel guidelines.

Maintain accurate records of all travel-related transactions and reimbursements.

Enter data related to travel and program documents into the appropriate systems with a high degree of accuracy.

Maintain organized and up-to-date files for program documents, including travel records, reimbursement forms, and other relevant materials.

Assist with First Responder Registration and other duties as assigned. 10%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. 1 years of experience in data entry, accounting or a related administrative role. Strong attention to detail and accuracy in processing and verifying financial documentation. Proficiency in data entry. Good organizational skills and the ability to maintain accurate records. Effective communication skills, both written and verbal. Ability to work independently and manage multiple tasks simultaneously.

DESIRED QUALIFICATIONS:

Familiarity with travel reimbursement policies and accounting principles.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

| | | | |
|--------------|-------------|-------------|----------|
| Standing 10% | Sitting 70% | Walking 10% | Pulling |
| Pushing | Lifting 10% | Stooping | Kneeling |
| Crawling | Climbing | Reaching | Other |

Apply to: nmtjobapps@npe.nmt.edu