POSITION ANNOUNCEMENT

TITLE: TRAVEL SPECIALIST  DEPT: EMRTC

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $16.50-$22.50

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: June 24, 2022* 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 DUTIES:
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.

REQUIRED QUALIFICATIONS:  
Formal diploma/ certificate/degree program 6-8 months after high school, area of study: Accounting OR six credit hours in college level course from an accredited college/ university. Five (5) years progressive office experience in lieu of degree/ certificate program. Two (2) years’ experience in spreadsheet and word processing applications required. Strong oral and written communication skills with students, faculty and staff required. Knowledge of accounting theory (the difference between debits and credits) required. Strong organizational skills required. Ability to deal tactfully with participants, staff and instructors under favorable and unfavorable circumstances required. Ability to work under time constraints and deadlines required. Two (2) years’ experience in travel or related accounting field required. Experience in advising personnel on policies and procedures desired. Six months Banner experience desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Box 100, Socorro, NM 87801