

ILISAGVIK COLLEGE
- EXTERNAL JOB ANNOUNCEMENT -
Posting Date: February 10, 2015
Closing Date: Until Filled

POSITION: Travel Coordinator
LOCATION: Barrow, Alaska
REPORTS TO: Chief Administrative Officer
WORK SCHEDULE: Monday through Friday, 8:30 a.m. to 5:00 p.m.
COMPENSATION: \$63,849/ DOE+ Benefits [EXEMPT Position]

JOB DESCRIPTION: The Travel Coordinator will be responsible for all timely reservations and purchases of travel for student activities, staff, faculty and contractors required by the College including (but not limited to) air fare, lodging, car rentals, conference registrations and per diems. Duties include: Arrange all Alaska Airlines mileage travel; Verify account coding and secure necessary approvals prior to travel dates; Process travel closeout and maintain appropriate related records in both hard copy and electronic formats; Interface with the CAO, Grants, Business Office, Student Success Center and other departments on travel budgets and related matters; Create travel advances, check requests and purchase order requests as needed for all travel; Create a comprehensive travel log for organized, efficient and effective access to data; Provide back-up to the front desk reception position.

REQUIREMENTS: Associate's degree or equivalent in Business Administration or similar degree; Minimum of two years' experience in a business office environment; Minimum of three years demonstrated experience with PCs, MS Office products (such as, but not limited to, Word and Excel), and efficient Internet research techniques; Exceptional oral, written, and interpersonal communication skills; Demonstrated ability to meet extremely tight deadlines and accept other duties as assigned; Demonstrated ability to work independently and under minimal supervision; Experience monitoring travel requisitions and purchase orders; Demonstrated ability to interact effectively in a multi-cultural environment; A valid driver's license and the ability to pass a pre-employment background check.

PREFERRED: Bachelor's degree; Demonstrated experience in travel procedures; Minimum of 5 years' experience in a business office environment. Demonstrated knowledge in one or more of the following areas: North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; the ability to interpret and represent College actions and Western institutional values to the NSB community.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:

ILISAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723
ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact jobs@ilisagvik.edu]

-Iḷisaḡvik College is a Drug Free Work Place and Equal Opportunity Employer-