

# CLASSIFICATION SPECIFICATION

## Travel Technician

FT/PF Class Code: 4074, 4574      Pay Grade: B/C 06      FLSA: Non-Exempt      Est. 07/01/06

**SUMMARY STATEMENT:** An incumbent is responsible for providing technical support services, including coordinating and making all travel-related arrangements and maintaining records for the Adult Plus+ and Elderhostel programs at the Owens Campus.

### NATURE AND SCOPE:

This is a single incumbent position. An incumbent in this class functions with general supervision and is responsible for providing technical services and for coordinating all travel-related arrangements for the Adult Plus and Elderhostel programs. Assignments require evaluative thinking and are carried out in accordance with standard practices and general instructions. An incumbent may perform any combination of the below listed accountabilities.

### PRINCIPAL ACCOUNTABILITIES:

***An incumbent may perform any combination of the below listed accountabilities:***

1. Coordinates, schedules, and supervises bus drivers for Elderhostel and travel. Solicits bids as necessary and maintains records of contracts. Coordinates bus scheduling and handles the registration process for trips. Solves travel-related problems as they arise
2. Assists in coordinating Adult Plus+ activities, courses, and special events on campus, including instructors, facilities, equipment needs, and room set-up.
3. Monitors enrollment for travel, proofs invoices, and tracks payments due for travel venues. Processes travel mail.
4. Maintains financial income and expense records for the travel segment of the programs. Processes payments and deposits and compiles Supercard purchase requests for approval.
5. Coordinates hostess schedule for trips; meets with hostesses to prepare and review procedures and itinerary.
6. Serves as the on-site coordinator for local events and for Elderhostel campus day.
7. Serves as the liaison between theatres and destination sites for travel. Serves as liaison between the supervisor and faculty, staff, students, vendors, and the public.
8. Prepares routine reports and documents.
9. Responds to verbal and written requests from the public, vendors, staff, and others for information.

### **PRINCIPAL ACCOUNTABILITIES, cont'd:**

10. Formats and types documents, e.g. memos, letters, forms, and reports, and performs other general secretarial duties, such as filing, answering the telephone, etc.
11. Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of principles and practices of organization, planning, research, and general administrative support.
- ◇ Knowledge of College policies and procedures related to travel.
- ◇ Skill in operating a variety of office machines and equipment, including computer terminals, typewriters, copiers, calculators, and telephone systems.
- ◇ Proficient keyboarding, organizational, and word processing skills.
- ◇ Good communication skills.
- ◇ Ability to communicate effectively with staff, students, and the public.
- ◇ Ability to coordinate a variety of support services as directed.
- ◇ Ability to apply and explain rules, regulations, policies, and procedures.

### **MINIMUM QUALIFICATIONS:**

- ◇ High school diploma or GED, and two (2) years of relevant experience; or other equivalent combination of education and experience.