



CONTRACT CAREER OPPORTUNITY

TRAVEL COORDINATOR OFFICE OF EARLY CHILDHOOD

Salary Range: \$25.00 HOURLY RATE

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The travel coordinator will support the Office of Early Childhood by providing daily administrative support by processing travel authorizations and travel vouchers. The travel coordinator will be responsible for reviewing travel documents, ensuring the documents are accurate and processing them to accounting for payment. The travel coordinator must also effectively communicate with all staff.

SPECIAL QUALIFICATIONS:

The preferred candidate must have:

- The ability to implement office procedural guidelines.
- Expertise in following directions.
- The ability to follow accounting procedures for travel documents.
- The ability to accurately document and justify expenditures.
- The ability to improve procedures and day-to-day operations and to meet strict deadlines.
- Exceptional writing and organization skills, including close attention to detail.
- Fluent and accurate skills for data entry in Excel/Word (email, spreadsheets).
- The ability to take direction, advice, and feedback from leadership in a professional manner.
- The ability to build rapport and team morale.
- The ability to effectively and accurately communicate with staff.

EXPERIENCE/EDUCATION REQUIREMENTS:

The preferred candidate must hold the following credentials:

- Bachelor's degree or higher or equivalent hours.
- One (1) year of experience working with the public in a service-oriented position.

APPLICATION PROCESS:

Applications must be submitted by email to HRContractApps@mdek12.org. Please include in the subject line of the email, "Travel Coordinator." The following documents must be submitted:

- A completed [MDE Application Form](#)
- Three (3) Professional References

The deadline for applicants to apply is October 30, 2024.

INQUIRIES



• Dr. Jill Dent
jdent@mdek12.org
601-359-2932