



<b>Employee Job Description</b>		
<b>Position Title: Travel Coordinator</b>		
<b>Position ID #</b>		
<b>Facility: St. Croix Tribal Center</b>		
<b>Job Family: SCT Travel</b>	<b>Comp Grade: \$15 - \$18 DOQ</b>	<b>Status: FT 32 hrs</b>

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Position Summary:**

Handle and oversee all travel arrangements for tribal entities and community members.

**Travel Director Job Duties:**

- Make reservations for planned travel, including but not limited to hotel, airlines, greyhound, and car rental.
- Register employees for trainings/conferences.
- Coordinate the use of bonus miles and other rewards that clients want to use.
- Resolve scheduling conflicts and other issues as they come up.
- Schedule emergency travel on weekends and holidays.
- Reconcile paperwork once employee travel is completed.
- Enter invoices into accounting system and bill customers.
- Create vouchers for bills and send to accounting.

**Type of Supervisory Responsibilities:**

- N/A

**Supervisory Responsibilities: N/A**

**Directly Reporting to: Tribal Council**

**Matrix of INDIRECT Reporting: St. Croix Tribal Council**

**Physical Demands/Environment Factors:** Typical Office Environment

- Requires extensive sitting with periodic standing and walking.
- Requires significant use of personal computer, phone and general office equipment.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.

**Minimum Qualifications**

- Requires advanced computer skills and ability to access information.
- Requires analytical skills such as problem solving and excellent communication.
- Requires extensive knowledge of Word, Excel, and outlook.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Must possess ability to maintain strict level of confidentiality.
- Requires effective verbal and written communication skills.
- Needs commitment to timelines and attention to detail for acceptable customer service.

**Preferred Qualifications:**

- Associates degree in an applicable field.
- Knowledge of travel software.

*Native American Preference Given in Accordance with P.L. 93-638 and Amendments*

---

EEPID	Employee Printed Name	Employee Signature	Date
-------	-----------------------	--------------------	------

---

Supervisor Printed Name	Supervisor Signature	Date
-------------------------	----------------------	------

\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.