

Travel Program Administrator, Office of the Chief Financial
Officer
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=250753>

Downloaded On: Dec. 21, 2024 2:51am

Posted Dec. 20, 2024, set to expire Apr. 21, 2025

Job Title	Travel Program Administrator, Office of the Chief Financial Officer
Department	
Institution	Kean University Union, New Jersey
Date Posted	Dec. 20, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Finance/Investment Management Administrative Support/Services
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Travel-Program-Administrator--Office-of-the-Chief-Financial-Officer_R3247-1
Apply By Email	
Job Description	

External Applicant Instructions

- **Please upload your resume/CV for automatic population of information to your Kean application.**
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Your contact information, work experience and education will be automatically filled in. Please review all fields – you will need to verify that the data is accurate.

- In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.**

Office of the Chief Financial Officer

Travel Program Administrator

Reporting to the Executive Assistant for the Chief Financial Officer, the Travel Program Administrator (Professional Services Specialist 2, Administrative Services) is responsible for the daily coordination and oversight of the university’s travel program. Acting as the primary liaison with the Travel Management Company (TMC), this role ensures that the university’s travel platform is effectively configured, maintained and aligned with institutional policies. The Travel Administrator provides customer service, expert guidance and support to university staff, assisting with travel-related needs and training to enhance program adoption and compliance. This position may require travel and a flexible schedule including evening and weekend hours as needed.

Qualifications: Bachelor’s degree from an accredited college and three years of professional business experience, including experience with travel and expense management, travel management systems, corporate travel programs and/or platform administration is required. Related business experience will also be considered. The above-mentioned professional experience may be substituted for education on a year-for-year basis. A Master's degree may be substituted for two years of the above-mentioned professional experience. Candidate must have a strong understanding of corporate travel policies,



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compliance and user support and familiarity with travel industry regulations, compliance standards and travel booking processes. Excellent customer service skills and oral and written communication skills are essential.

The selected candidate will be required to pass a four (4) month Working Test Period.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

SAME Program Applicants: If you are applying under the NJ State as a Model Employer "SAME" Program, your supporting documents (Schedule A or B letter), must be submitted along with your application materials by the closing date indicated above. For more information on the NJ SAME Program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call the Civil Service Commission at (609)-292-4144, option 3. You may also contact Kean's Recruiting Team at SAME@kean.edu.

Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.

Additional Information

Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees



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will have a full 365 days to establish such residence, from the effective date of hire.

In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our [Reasonable Accommodations Policy & Procedures](#).

Diversity & Non-Discrimination Statement

Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and



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equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.

EEO/AA Statement

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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