



UCSD Internal Recruitment (12 of 29 Positions)

[Bookmark This Job](#)[Return to Category Listing](#) | [Previous Position](#) | [Next Position](#)**#64024 Manager, Travel and Entertainment**Filing Deadline: **Thu 10/11/2012**[Apply Here](#)**Payroll Title:**
SR ADMIN ANALYST - SUPERVISOR**Department:**
BFS - Disbursements & Travel**Hiring Salary Range**
\$50,722 - \$72,739 /year**Worksite:**
Campus**Appointment Type:**
Career**Appointment Percent:**
100%**Union:**
Uncovered**Total Openings:**
1**Work Schedule:**
Days, 8 hrs/day, Mon-Fri

UCSD Layoff from Career Appointment or Special Selection: Apply by 10/2/12 for consideration with preference for rehire. All layoff applicants should contact their Employment Advisor. Eligible ACCES or Special Selection clients should contact their Vocational Rehabilitation Counselor for Special Selection.

UC San Diego career employees who have passed their trial period will have priority consideration for this position. Recruiters will begin to refer qualified internal applicants after the first 7 days of the job posting. Qualified external applicants may be referred to the hiring department, if a qualified pool of internal candidates is not identified and upon the request of the hiring manager.

DESCRIPTION

The UCSD Travel and Entertainment Team are the process owners and subject matter experts for official business travel, entertainment, meetings, and other types of events. UCSD Travel and Entertainment is responsible for travel policy, and for policy governing meetings, entertainment and programmatic events. Programs and processes include the Travel Card program, the Connexus program, MyTravel and MyEvents. The Operations Team handles requests to prepay expenses, to reimburse travelers, hosts, and meeting coordinators, and to issue payments to the UCSD Travel Card. The team is responsible for processing transactions initiated by departments using MyTravel, and MyEvents, as well as providing expert advice to UC San Diego on policy and procedure.

Reporting to the Assistant Director of UCSD Travel, this position serves UC San Diego as the responsible process owner for travel, meetings and entertainment. Ensures that processing methods meet customer needs, policy requirements and the highest level of accountability. Develops new travel and entertainment initiatives for the campus and serves as project lead. Develops for the campus, travel and entertainment policy and is responsible for policy published in the Travel section of UCSD's Web business portal (Blink). Will be point person for the Director regarding frequently proposed updates to related UC policies. Responsible for strategic planning and change management. As a member of the Travel Leadership Team (TLT), provides original ideas, data and final recommendations. Provides critical input for TLT decision-making on a weekly basis.

Consults frequently with managers from other divisions to resolve unique situations that constantly evolve in managing travel and entertainment in an academic and research environment to ensure compliance to internal and external policy and regulations. Responsible for defining, developing and reporting measures for UCSD Management and UC objectives. Develops and presents metrics and key performance indicators for processes and initiatives related to travel, meetings and entertainment, and customer outreach. Supervises the Travel and Entertainment Operations Team and is responsible for customer satisfaction with travel and entertainment. Oversees the development and delivery of learning resources and customer training sessions. Serves as Travel's technical coordinator and Department Security Administrator.

~~Some travel may be required.

QUALIFICATIONS

- Completion of a four-year college degree and four years hands-on work experience as a supervisor or an equivalent combination of education and experience.
- Proven success in managing multiple projects simultaneously, and skill in developing and implementing new procedures.
- Skill in coordinating and directing implementation of new or modified Web applications

including articulating requirements to technicians and users. Experience with beta testing and quality assurance, and knowledge of mainframe integrated financial systems.

- Expert skill in leading diverse administrative staff in operational procedures and communicating complex activities. Skill in performance management including assessing, directing and improving staff performance. Conflict resolution skills.
- Demonstrated skill in training individuals and groups and ability to assist others to develop their training skills.
- Excellent presentation skills to audiences of varying skill level and knowledge in classroom, auditorium, one on one and group settings and special skill in communicating complex activities to a diverse audience.
- Demonstrated expertise in preparing clear, well-organized and succinct written communications including policy and procedure. Proficient in writing for a diverse audience including via electronic mediums such as online applications, Web pages, Web tutorials and electronic newsletters.

Preferred:

- Knowledge of accounting fundamentals, internal control standards and audit principles.
- Experience with travel program management and/ or administration of a corporate travel card program.
- Experience with UC San Diego's mainframe financial system, IFIS, and the Web applications interacting with IFIS.

UC San Diego is an Equal Opportunity / Staff Affirmative Action Employer that values a diverse workforce and provides reasonable accommodations to people with disabilities.