

Job Code: 101466
Position #: (PSA) (E)
Developed by:.....TB
Reviewed by:.....LK, DLJ
Approved by:.....LK
Date: 12/30/2022

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Athletics Team Travel
DIVISION: Athletics
REPORTS TO: Business Manager, Athletics
GRADE: 7
SUPERVISES: (Not Applicable)

BASIC FUNCTION:

Coordinate and process all aspects of team and individual travel for the Athletic Department which comprises of 18 Intercollegiate programs, approximately 500 student-athletes, and approximately 100 full and part time employees. Ensure that travel is being conducted within the University travel policies, department policies, NCAA rule and regulations, and any other applicable conference, state, and federal regulations. Report indirectly to Associate Athletic Director of Athletics-Business and Personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as Point of Contact with the State Travel Agency.

Assist coaches and administrators with lodging accommodations for team and individuals.

Review hotel contracts prior to URI legal department review. Track and ensure the completion of hotel and charter flight contracts prior to deadlines.

Review team requests, coordinate, and review invoicing for charter bussing. Serve as Point of Contact for all bus changes.

Review team requests for University and outside rental vehicles. Reserve vehicles and acquire insurance as needed. Review rental invoices and forward for processing.

Receive and process impress account requests for team meal money, entry fees, and game official payments.

Review expense reports for compliance of NCAA, State and University travel and credit card policies.

Review and process University credit card applications. Assist in training employees on travel card policies. Serve as Point of Contact for travel card assistance.

Assist in the processing of athletic travel bids and request for purchases.

Monitor athletic department EZ Passes.

Acquire travel insurance for team or individual international travel as required.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, EQUIPMENT AND TOOLS:

Personal computers and printers, word processing, database and spreadsheet software. Microsoft Word and Excel.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's Degree; Minimum of two years of experience in athletic team, group, or corporate travel; Demonstrated experience with Microsoft Excel and Word; Demonstrated strong interpersonal and verbal communications skills; Demonstrated proficiency in written communications skills; Demonstrated organizational skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Bachelor's Degree in Business Administration or related field; Minimum of three years of Intercollegiate travel; Demonstrated knowledge of Peoplesoft Financials or equivalent software; and, Demonstrated knowledge of NCAA rules and regulations.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.