



Virginia Tech

Employment Opportunity Bulletin

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Employee Category: Staff (Salary)

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|---------------------------------------|-----------------|------------------------|-----------------------|
| Small Animal Medicine Ward Technician | 3 | 008728 | 070068 |

Position Responsibilities:

Provides technical support to clinical faculty and senior veterinary students in the medical and surgical sections of the Veterinary Teaching Hospital, including wards and treatment room management, administering treatments and medications ordered by clinical faculty, and animal care administration/management. Special nursing care procedures may include special diagnostic procedures, infection control/isolation management, supports OR procedures, and Central Sterile Supply support. If licensed may be assigned to provide short-term support to Anesthesiology following training in this area. Trained licensed or unlicensed veterinary technicians may be assigned to provide short-term support to the Intensive Care Unit. Assist in other areas directed by supervisor. Provides after hours on-call support as assigned.

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| Research Specialist - Small grain/Soybean-Warsaw, VA | 4 | 008919 | 070041 |
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Position Responsibilities:

Support the small grain and soybean breeding programs' research activities including, but not limited to, field preparation, seed packaging, planting, nursery management, harvest, data collection, entry and analyses. Produce genetically pure stocks of breeder seed via designated purification methods. Obtain descriptive data of specific plant and seed characteristics for use in seed certification and application for plant variety protection.

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| Senior Housekeeper | 1 | 008897 | 070107 |
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Position Responsibilities:

Provide sole housekeeping and laundry services at The Grove (President's Home). Maintain inventories and checklists associated with events at The Grove. Responsible for setting tables and/or buffet service for events. Assist and interact with guests at the Grove in a courteous and helpful manner. May help with food preparation and/or serve as wait staff when needed. Based on the schedule of events at The Grove, overtime is often necessary.

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| Veterinary Nurse-Equine Medical Center, Leesburg, VA | 3 | 008145 | 070118 |
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Position Responsibilities:

Provides care for equine patients through administration of medications treatments, specimen collection, monitoring vital signs, record keeping and assisting in the preparation and performance of special procedures. Responsible for all treatments, restraint and manipulation of horses for routine and special procedures including surgery, ultrasound, radiology and necropsy, assisting other Vet Techs with surgery preparation, outpatient care, setting up and assisting in emergency situations.

Employee Category: Staff (Salary)

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|--|-----------------|------------------------|-----------------------|
| Assistant to Chief Engineer-WVTF Public Radio | 5 | 008204 | 070145 |

Position Responsibilities:

Assistant to the Chief Engineer in all technical operations and to be ready, willing, and capable of assuming all duties of the chief Engineer in his/her absence. Will be in charge of the WVTF Studio Operation including digital consoles, digital audio storage and delivery, business and broadcast computer networks, servers, operating systems, and similar systems. Will also assist with the maintenance and repair of all transmitter and repeater sites, remote broadcast equipment including digital broadcast consoles, high power broadcast transmitters, tape and digital audio recorders, satellite systems, microwave systems, telephone systems, and other general technical systems at the radio station studios and remote sites. Will consult with and provide training to the radio station's personnel about the station's technical operation. Monitor daily operations to insure legal compliance with the rules and regulations of the Federal Communications Commission.

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| Systems Engineer | 5 | 008921 | 070273 |
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Position Responsibilities:

To provide accurate and timely system administration and application support to assure the reliability, availability, functionality and security of Network Storage and Backup infrastructure. Responsibilities include developing or enhancing software tools or scripts to assist in systems administration, performance monitoring and capacity planning. Lead efforts to isolate and determine causes of system problems that may be complex in nature. Provide technical consulting to IT staff and university community and assist in solving extraordinary user problems.

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| Lab Animal Veterinary Services Coordinator | 4 | | 070286 |
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Position Responsibilities:

Responsible for monitoring the health and well-being of research and teaching animals owned by the College and University. Performs daily health rounds, including review of room health monitoring of rodents. Implements veterinary technical services for preventative health care programs, including the sentinel mouse program and incoming dog and cat preventative health programs; provides clinical care, performs surgeries, bleeds, injections and monitors and maintains databases and medical record keeping on animal use; provides scientific technical support services for investigators; manages incoming data on daily animal health reports, treatment plans and problem resolutions from different units at the College; tracks animal use and re-use in teaching and research animals and schedules routine veterinary care as indicated.

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| Office Manager | 3 | 007216 | 070312 |
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Position Responsibilities:

Serves as the first point of contact for all students, faculty and staff needing assistance from the Associate Dean for Academic Affairs. Handles day-to-day office operations. Prepares academic appeals and processes appeal results. Directs all inquiries from the Associate Dean's office to the appropriate sources of information and serves as the administrative assistant to the Associate Dean. Provides assistance to the Coordinator for Student Support Services and the Enrollment Services Specialist.

Employee Category: Staff (Salary)

| Working Title | Pay Band | Position Number | Posting Number |
|----------------------|-----------------|------------------------|-----------------------|
| Business Manager | 4 | 008358 | 070373 |

Position Responsibilities:

Serve as Business Manager for the financial operations, program development, outreach, and personnel administration of the Virginia Tech Advanced Research Institute (VT-ARI) of the College of Engineering. Responsible for fiscal oversight and accounting on all VT-ARI financial matters and accounts, and provide support to new program development at the Institute.

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| Information Tech Spec II | 5 | 007831 | 070344 |
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Position Responsibilities:

Provide computer system administration for Wireless @ Virginia Tech, one of the largest wireless communications research centers in the country which currently includes 9 wireless technology research groups at Virginia Tech.

- Provide technical assistance on all levels and be thoroughly familiar with Windows XP, Windows 2000 and 2003 network, and administering a Windows Active Directory Domain.
- Host network resources such as web servers, file transfers servers, licensing servers, remote access servers, backup servers and Linux based servers and firewalls, system software, and relational databases.
- Test and implement system and software updates to maintain highest level of system availability, functionality and security, ensuring that implementation and updates do not compromise systems or services.
- Implement and maintain security and recovery mechanisms, including weekly file and web server backups.
- Provide strict inventory control over hardware and software, to include software licenses.
- Troubleshoot and repair desktop PCs and varying computer peripherals. Lead ongoing development of wireless web site and manage secure access page for the Center's affiliate mem

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| Lab Specialist | 3 | 008940 | 070389 |
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Position Responsibilities:

Conducts research on the biochemistry and cell biology of actin-based cellular motility using the tools of biochemistry, microscopy, and molecular biology. Supervises the maintenance and upkeep of a safe laboratory environment. Maintains the laboratory supplies inventory. Maintains records of research, laboratory stocks and inventory, purchasing and personnel. Participates in the training of graduate and undergraduate researchers.

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| Windows System Administrator | 4 | 008578 | 070411 |
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Position Responsibilities:

Oversees the computing needs for the Materials Science and Engineering Department and the Mining and Minerals Engineering Department. Manages Windows XP and 2003 domains, HTML-based websites, Exchange/Outlook mail systems, and faculty/staff/student accounts for both departments. Provides desktop support including software and hardware installation; troubleshooting and repair; system backups; and security maintenance. Oversees systems in the undergraduate student computer laboratories.

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| Unix Systems Administrator | 5 | 006789 | 070424 |
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Position Responsibilities:

Responsible for systems administration of the Unix servers, web servers and associated services, management of Unix servers and workstations in the University Libraries, and training of library personnel using them. Provides support to information providers, assisting them in publishing their information on the various available platforms. Develop database solutions to specifications for various library needs.

Employee Category: Staff (Salary)

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|-----------------------------|-----------------|------------------------|-----------------------|
| Small Animal ICU Technician | 4 | 000829 | 070439 |

Position Responsibilities:

Provides technical support to clinical faculty and senior veterinary students in the Anesthesia/ICU sections of the Veterinary Teaching Hospital. Performs critical care nursing procedures in the Intensive Care Unit as directed by clinical faculty and instructs senior veterinary students in technical and manipulative skills relating to ICU/Critical Care during regular day shift or after hours shifts. Provides primary patient care in anesthesiology during the day and/or on-call after hours, on holidays, and weekends. Schedules, performs, or assists in the performance of regular and diagnostic special procedures and electrodiagnostic procedures. Assist in other areas as directed by supervisor.

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| Trades/Util Master Mech | 4 | 006995 | 070465 |
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Position Responsibilities:

Performs repairs to equipment, and facilities in the residence halls in accordance with established procedures in order to maintain a safe and clean facility that is in good repair. Serves as departmental lead maintenance staff in area of Electrical, HVAC and Plumbing. Assist Manager with planning/implementing preventive maintenance program for buildings, equipment, and includes pumps. Assist Manager with supervision of Projects or Special task. Performs work of master difficulty with responsibility for independently installing, repairing and maintaining Electrical systems, HVAC systems, Plumbing systems and heating systems including hot water and steam heating systems. General carpentry skills needed. Responds to after hours service calls when scheduled. Some overtime may be required. Security Sensitive position requiring a criminal history background check. Essential Personnel position requiring employees to report to work during emergency situations and closings.

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| Reporter/News Producer-WVTF- Roanoke, VA | 4 | 007689 | 070457 |
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Position Responsibilities:

Serves as local news reporter providing content for various programs/sources. Produces the highest quality content for airing on WVTF and Radio IQ as well as on-line/new-media with attention to accuracy, balance, context, timeliness, and high journalism and production standards while maintaining the NPR-style which is at the core of public radio programming. Fills in as anchor or host if/when needed.

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| Web Developer/Web Communications | 5 | 000667 | 070453 |
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Position Responsibilities:

Will conceive, develop, and produce web layouts and templates, graphic identity elements, and interactive features for Virginia Tech's Web presence; ensure compliance with university guidelines for Web design, content, and functionality; and help improve production efficiencies by working closely with web developers across the university community in the development of vt.edu.

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| Budget Systems Developer | 5 | 006990 | 070466 |
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Position Responsibilities:

Will assist in providing comprehensive computing support for the Office of Budget and Financial Planning, Office of the Vice President for Budget and Financial Management, and Capital Assets and Financial Management. Maintains office hardware, software, website, and network servers. Designs and constructs reports and systems to respond to user inquiries and follow technical specifications. Will maintain accurate system and user documentation relating to budget and financial information systems. Will work collaboratively with peers in order to meet deadlines and goals.

Employee Category: Staff (Salary)

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|---------------------------------|-----------------|------------------------|-----------------------|
| Utilities/Special Projects Crew | 1 | 000609 | 070525 |

Position Responsibilities:

Provides service to residents by delivering, removing, placing, storing and repairing furnishings in resident halls. Assists in attending to housekeeping needs that will ensure a clean, sanitary and safe environment in which residents can live and learn. Responsible for the care and handling of housekeeping supplies, equipment, and assigned keys.

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| Lab Specialist | 3 | 000799 | 070493 |
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Position Responsibilities:

Set up and break down laboratory experiments for General Microbiology classes; assist in the same activity for Advanced Microbiology classes; prepare media, solutions and reagents used in teaching laboratories; assist Laboratory Supervisor in culture preparation and equipment maintenance; provide direction to graduate and undergraduate students using teaching laboratory facilities; and provide assistance to professors or instructors teaching laboratory courses.

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| Laboratory Support Technician | 3 | 008181 | 070504 |
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Position Responsibilities:

Provides technical assistance related to the safe, efficient, and continuous operation of the undergraduate chemistry laboratories serving approximately 700 students weekly. Prepares laboratory materials, maintains facilities and equipment, and provides information to instructors and students. Assists the professor in charge in maintaining the continuity of the program and staffs the teaching laboratory stockroom during key evening hours.

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| System Administrator - Office of the Vice President for Research | 5 | 007230 | 070529 |
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Position Responsibilities:

Support department staff with technical assistance on all levels. Perform administration of servers, desktops, system software, relational databases and implement and maintain security and recovery mechanisms. Test and implement system and software updates to maintain the highest level of system availability, functionality and security. Provide system and security analysis as needed to research centers and other units. Routinely test disaster recovery plans and provide feedback to the IT manager.

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| Office Supervisor | 3 | 008101 | 070539 |
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Position Responsibilities:

Administrative support for the associate dean and faculty in college-wide, university and external task forces and committees; effective communications and scheduling of all meetings of the associate dean. Make travel arrangements and process approval forms, maintain correspondence for smooth information flow to all academic units; represent the associate dean in routine correspondence; greet and orient visitors; promote effective alumni relations and relations with internal and external stakeholders, and maintain confidentiality and tact in personnel matters and related administrative operations.

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| Buyer Specialist | 4 | 002430 | 070571 |
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Position Responsibilities:

Procures a wide variety of goods and services as requested by university departments in accordance with the laws of the Commonwealth of Virginia, the Purchasing Manual for Institutions of Higher Education and their vendors, as well as university policies and procedures. Ensures that the goals of obtaining the best quality, right quantity, best delivery, and most advantageous price for the university are met. Has signature authority to make purchasing commitments, without additional approval, up to \$25,000.

Employee Category: Staff (Salary)

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|-----------------------|-----------------|------------------------|-----------------------|
| Application Developer | 5 | 002124 | 070556 |

Position Responsibilities:

Serves as developer for Learning Technologies programming projects and systems within User Experience Group. Responsible for all phases of application development, including integration with other applications and with existing enterprise systems. Works directly with supervisor, lead developer, members of development team, and other teams within User Experience Group (QA, usability, support) to meet project goals with an emphasis on usability and end user satisfaction. Works directly with usability team and end users (faculty, staff, students) to determine needs for application development and documents these needs in Software Requirements Specification (SRS). Works with usability team to develop and design prototypes of proposed software solutions. Works closely with other IT groups at Virginia Tech to develop common skills and tools. Implements application development solutions as identified by supervisor.

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| Application Administrator | 5 | 008895 | 070577 |
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Position Responsibilities:

Install, maintain, diagnose and resolve problems with complex software in a Linux/UNIX environment. Monitor and tune environment to ensure the integrity of a stable and reliable 24 X 7 production environment. Provide database, web administration and enterprise systems support. Monitor database and web server software. Provide application administration and maintenance as needed, coordinating activities with appropriate groups. Develop software for monitoring, and troubleshooting enterprise software.

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| Pharmacy Assistant | 2 | 002617 | 070553 |
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Position Responsibilities:

Assists in the daily operation of the hospital pharmacy by preparing, filling, delivering, and charging medications ordered by clinicians. Performs various technical and clerical duties to ensure accurate professional and lawful execution of standards established by the State Board of Pharmacy for clinical and hospital operations.

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| System Administrator/Analyst - Equine Medical Center, Leesburg, VA | 4 | 007209 | 070575 |
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Position Responsibilities:

Provide systems administration and analysis services for the Equine Medical Center's (the Center) network, computer, and telecommunications systems. Position reports directly to the Center's administrative officer. This positions responsibilities include but may not be limited to, file & application servers (4+), Ethernet network (96 nodes), network printers (10+), desktop computers & peripherals (65+ workstations). Further responsibilities include mixed platform computing environment (Windows, Macintosh, UNIX), video conferencing equipment and scheduling services, digital capture & multimedia presentation equipment, digital phone system (pbx and 100 extensions) w/voicemail server (115+ accounts), Nextel cellular phone network (35+ units), voice & digital pagers (35+ units), and remote access to systems such as e-mail (85+ accounts) and university accounting systems.

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| Systems Programmer, Senior | 6 | 007434 | 070532 |
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Position Responsibilities:

Assist in the evaluation and deployment of new technologies to be used in an environment consisting of open source (Linux), closed source (Mac OS, Mac OS X, MS Windows) and web related technologies. Primary support for the Active Directory systems hardware and software. Provide primary system administration for the backup/restore of production systems. Provide primary system administration for the Tripwire IDS of production systems. Provide primary system administration for the Synopsis event logging of production systems. Develop and maintain tools to support the security, stability and scalability of these systems.

Apply Online: <http://jobs.vt.edu>

Employee Category: Staff (Salary)

| Working Title | Pay Band | Position Number | Posting Number |
|-----------------------------------|-----------------|------------------------|-----------------------|
| Facilities Assistant - Night Crew | 1 | 008627 | 070598 |

Position Responsibilities:

Responds to emergency maintenance calls during the night shift and adequately accesses emergency situations, reference guidelines, take measures to minimize losses, and contact appropriate personnel if needed. Also responsible for maintaining established standards of cleanliness and sanitation including student lounges, lobbies, stairs, rest rooms, showers, and other interior space. Duties include floor maintenance, dusting, gathering and removal of trash, snow and ice removal from entranceways and sidewalks, collecting recycling, and replenishing supplies. Operates powered and manual cleaning equipment. Reports needed equipment and building repair and any unsafe or unusual housekeeping situations. Responsible for the care and handling of housekeeping supplies, equipment, and assigned keys.

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| Virology Lab Manager - Fralin Biotechnology Center | 3 | 008834 | 070551 |
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Position Responsibilities:

Supervision/laboratory administration of BSL3 facility. Responsibilities include training/managing graduate and/or undergraduate students, mosquito rearing, cell culture and molecular Biology.

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| Animal Care Technician | 3 | 008912 | 070523 |
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Position Responsibilities:

Daily cleaning, feeding, watering, and general husbandry of a variety of laboratory animals at the Teaching Researching Animal Care Support Service Facility. Primary responsibility is to provide technical support to the gnotobiotic pig project. Maintain clean animal rooms and facilities. Report on the general health status of animals. Provide technical support services for animals used in teaching, research, and continuing education programs of the College. Instruct graduate students in technical and manipulative skills relating to gnotobiotic pigs. Assist in project management and schedule and assist with all surgical procedures. Reports directly to the Animal Resource Manager but works in cooperation with the TRACSS area coordinator to complete tasks as assigned.

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| Environmental Data Management Analyst-Richmond, VA | 4 | 007704 | 070593 |
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Position Responsibilities:

Assists DCR's Nonpoint Source Pollution (NPS) modeling coordinator in tracking nutrient reductions through Virginia's Tributary Strategies program. Manages spreadsheets and databases, which track Best Management Practice (BMP) implementation and associated nutrient reductions. Duties of this position will include development of progress reporting documents on implementation of Virginia's Chesapeake Bay nutrient and sediment reduction strategies. Responsible for the preparation of technical reports and presentations. Position is located in Richmond.

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| Academic Advisor, HNFE | 4 | 008965 | 070494 |
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Position Responsibilities:

Provide academic advising services to approximately 500 undergraduate students in the Human Nutrition, Food & Exercise Department. Meet with students, walk-in advising, and develop and coordinate the departmental academic advising programs. Enrollment activities, assist with summer orientation. Serve as good representative of HNFE Department and programs.. Maintain HNFE majors database.

Apply Online: <http://jobs.vt.edu>

Employee Category: Staff (Salary)

| Working Title | Pay Band | Position Number | Posting Number |
|------------------------|-----------------|------------------------|-----------------------|
| Animal Care Technician | 2 | 008972 | 070612 |

Position Responsibilities:

Cleaning, feeding, watering and general husbandry of animals. Primary responsibility will be for all aquatic animal species at the Teaching and Research Animal Care Support Services (TRACSS) facility and to maintain clean facilities. To provide support services, involving animals, for the teaching, research and continuing education programs. Maintenance of all facilities, tanks, aquaria, air, filter, and water systems involved with the aquatic medicine area.

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| Unit Administrative Assistant- Arlington County | 3 | 006329 | 070657 |
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Position Responsibilities:

Serve as primary support to unit office staff in an administrative assistant role, coordinating both clerical and fiscal responsibilities with little supervision from Unit Coordinator. Maintain confidential personnel records and reconcile ledgers of accounts.

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| Contracts Manager | 5 | 008867 | 070599 |
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Position Responsibilities:

Responsible for managing, planning, scheduling, and directing the procurement and/or development of new and existing term contracts, construction services contracts and professional Architecture/Engineering consulting services. Research and development of highly technical contract specifications. Develops and implements policies and procedures for contract documents preparation and bid process, contract management, contract utilization and coordination. Serves a liason with members of the University community and contractors to ensure the complete quality performance of all contract services. Applies knowledge of specialty areas to oversight of complex projects. Applies knowledge of policies and applicable state and federal regulations sufficient to implant such and to represent such to public officials, public and the private sector. Reviews engineering projects to ensure adherence to architectural/engineering standards and to the terms of agreements.

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| Maintenance Storeroom Manager | 3 | 000695 | 070671 |
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Position Responsibilities:

Manages the purchasing, warehousing, storage, and inventory control activities of maintenance and repair supplies for the Housing and Dining Services maintenance operations (annual purchases total in excess of \$500,000). Prepares purchasing and accounting documents. Records receiving, issuing, and other inventory data in computerized maintenance management system. Develops departmental procedures in cooperation with supervisor and maintenance managers. Supervises a full-time stock clerk and part-time wage or temporary agency staff.

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| Industrial Hygienist | 5 | 006760 | 070520 |
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Position Responsibilities:

Develops and implements industrial hygiene programs to address the evaluation and control of health hazards for employees of Virginia Tech. Serves as subject matter expert with regard to chemical and particulate industrial hygiene evaluations and controls, and acts as a consultant to the university community for related issues. Defines monitoring strategies and protocols and performs chemical and particulate hazard evaluations and monitoring. Manages the university Respiratory Protection Program. Supports performance of medical surveillance services as needed. Provides support for the evaluation and control of physical and biological health hazards. Recommends procedural and/or resource changes to management.

Employee Category: Staff (Salary)

| Working Title | Pay Band | Position Number | Posting Number |
|--|-----------------|------------------------|-----------------------|
| Research Coordinator-Virginia Tech Transportation Institute | 4 | 007787 | 070616 |

Position Responsibilities:

Independently draft protocols directed at data collection, data download, data reduction and data analysis using specialized human factors techniques and methods. Additional duties include: supervising, coordinating and training junior experimental wage employees; interfacing with and scheduling human subjects; performing the duties of an in-vehicle experimenter; preparing the Smart Road for experiments; and independently collecting human factors related information. In addition, employee must be able to assist the director with the management of several projects and subcontracts.

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| Research Specialist Senior-Virginia Tech Transportation Institute | 4 | 008970 | 070615 |
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Position Responsibilities:

Providing assistance to research faculty in conducting human factors transportation research. Duties include: (i) traveling to off-site locations to manage data collection and trouble-shoot data collection systems, (ii) independently drafting research protocols directed at data collection, data download, data reduction, and data analysis using specialized human factors techniques and methods, (iii) supervising, coordinating, and training junior experimental staff, (iv) recruiting, screening, and working with human subjects, (v) preparing the Smart Road for experiments, and (vi) performing other duties in support of conducting research projects.

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| Athletic Eligibility Analyst/Graduation Analyst | 3 | 000013 | 070640 |
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Position Responsibilities:

Reviews academic credentials of student athletes to determine academic eligibility status in compliance with NCAA bylaws. Coordinates with Athletic Compliance Office and Athletic Advising Office on eligibility issues. Provides timely information to athletic department to assist with early intervention in potential eligibility problems. Performs degree audits to determine if degree candidates have satisfied degree requirements and counsels and advises students concerning such requirements. Processes and distributes diplomas and double major certificate orders.

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| Dual Career Assistance Program Coordinator | 4 | 008606 | 070661 |
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Position Responsibilities:

Serves as coordinator of Virginia Tech's Dual Career Assistance Program reporting to Human Resources and the Office of the Provost. The Dual Career Assistance Program provides employment assistance to spouses or partners of new faculty and other hard to fill positions. The coordinator assists in identifying appropriate employment opportunities at Virginia Tech and also in the region through networking relationships with internal and external employers and stakeholders. The coordinator evaluates employment considerations for specific positions, recommends employment strategies, and counsels applicants and hiring officials on recruitment and employment matters. Program responsibilities include establishing goals and procedures, tracking dual career cases in a database, evaluating program services through surveys and other means, and documenting outcomes in regular and special reports.

Employee Category: Staff (Salary)

| Working Title | Pay Band | Position Number | Posting Number |
|----------------------|-----------------|------------------------|-----------------------|
| Pilot Command | 5 | 008971 | 070533 |

Position Responsibilities:

To serve as Pilot in Command in the University's jet aircraft, providing safe, efficient air transportation for official University purposes and other missions as obligated by the University. Day/night all weather capability to operate in high-density aviation environment in domestic and international airspace. Subject to being scheduled 24 hours, seven days a week, and being on call Monday-Friday and on selected scheduled weekends. Coordinate with Chief Pilot the schedules of pilots to attend ground school and flight simulator training. Maintain the official flight records on all pilot staff. Pilot qualifications subject to approval by insurance underwriter.

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| Housekeeping Salary Pool | 1 | P04000 | 070651 |
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Position Responsibilities:

Attends to housekeeping needs and ensures a clean, sanitary and safe environment in the residential halls where residents can live and learn and in other assigned areas in Student Programs. Responsible for maintaining established standards of cleanliness and sanitation including student lounges, offices, lobbies, stairs, rest rooms, showers, windows, and other interior space. Duties include floor maintenance, dusting, gathering and removal of trash, snow and ice removal from entranceways and sidewalks, raking leaves and gathering trash from areas near buildings and replenishing supplies. Operates powered and manual cleaning equipment. Reports needed equipment and building repair and any unsafe or unusual housekeeping situations. Responsible for the care and handling of housekeeping supplies, equipment, and assigned keys.

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| Food Service Salary Pool | 1 | | 070649 |
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Position Responsibilities:

This applicant pool is established to fill salary Food Service positions. These positions provide food service to customers of the university dining centers with a high level of customer satisfaction. Ensures a clean, safe and sanitary environment for employees and customers. Shifts vary by position and dining center location and may include early morning, day, evening, night, and weekend hours; and may include some overtime and call-in work. Positions in the following areas are frequently available: Food Service Assistant, Utilities Assistant, Line Cook, Lead Cook, Pastry Culinarian, Senior Pastry Culinarian, Cashier, and pre-prep assistant. Work area assignment may be changed as necessary.

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| Applications Programmer Senior-Virginia Tech Transportation Institute | 5 | 008561 | 070622 |
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Position Responsibilities:

Independently manage the development cycle for VTTI's data viewer application. Consult with external and internal clients to meet their needs regarding the data viewer software. Travel and give demonstrations of application programs to clients and prospective clients. Use a markup language to program, develop, analyze and debug data-collection software for instrumented vehicles. Maintain and document C/C++ software.

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| Development Writer | 4 | 008344 | 070684 |
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Position Responsibilities:

As a member of the development communications team, the development writer will be responsible for creating timely and compelling communications in support of the university's fundraising efforts. Within the context of both university and campaign goals, the incumbent must identify, research, and create content across a number of communications platforms that will both inform and motivate donors and prospective donors. These platforms may include, but are not limited to, articles for magazines and newsletters, website content, proposals for individuals, and press releases.

Employee Category: Staff (Salary)

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|---|-----------------|------------------------|-----------------------|
| Veterinary Nurse - Evening shift; Equine Medical Center, Leesburg, VA | 3 | 008143 | 070626 |

Position Responsibilities:

Provides care for equine patients through administration of medication treatments, specimen collection, monitoring vital signs, record keeping and assisting in the preparation and performance of special procedures. Must be able to communicate the status of all ICU cases to the appropriate clinician when deterioration or complications are noted and to other technicians when turning over cases. Maintain accurate records including flow sheets, charge slips for materials and supplies and observation. Teach veterinary students about procedures and techniques.

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| Veterinary Nurse Supervisor- Night shift; Equine Medical Center, Leesburg, VA | 3 | 008418 | 070645 |
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Position Responsibilities:

Provide care for equine patients through administration of medication treatments, specimen collection, monitoring vital signs, record keeping and assisting in preparation & performance of special procedures. Must be able to communicate the status of all ICU cases to the appropriate clinician when deterioration or complications are noted and to other technicians when turning over cases. Maintain accurate records including flow sheets, charge slips for materials and supplies, and observation. Supervise and provide technical guidance to veterinary technicians, assistants, students and volunteers assigned to nursing. Communicate all concerns or problems from clinicians or hospital staff to the Barn Care Nursing Manager.

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| Veterinary Nurse Supervisor; Equine Medical Center, Leesburg, VA | 3 | 006726 | 070625 |
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Position Responsibilities:

Provide care for equine patients through administration of medication treatments, specimen collection, monitoring vital signs, record keeping and assisting in the preparation and performance of special procedures. Must be able to communicate the status of all ICU cases to the appropriate clinician when deterioration or complications are noted and to other technicians when turning over cases. Maintain accurate records including flow sheets, charge slips for materials and supplies and observation. Teach veterinary students about procedures and techniques. Supervise and provide technical guidance to veterinary technicians, assistant, students, and volunteers assigned to nursing. Communicate all concerns or problems from clinicians or hospital staff to the Barn Care Nursing Manager.

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| Purchasing Specialist | 3 | 007970 | 070699 |
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Position Responsibilities:

Provide operational support to Housing and Dining Services in the areas of purchasing, contracting, and reporting by maintaining contract files and data, soliciting information and pricing from vendors, providing purchasing guidance to departmental staff, and engaging in purchasing transactions. Provide administrative and technical support to Housing and Dining Services senior management as needed to include preparing training materials, maintaining a training records database, grading training program examinations, performing research, preparing reports, answering phones, scheduling meetings, ordering supplies, processing mail, copying, typing and processing administrative documents, and file establishment and maintenance.

Employee Category: Staff (Salary)

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|---------------------------|-----------------|------------------------|-----------------------|
| Administrative Specialist | 3 | 008974 | 070697 |

Position Responsibilities:

Provide administrative and clerical assistance to the various units within the Police Department. Responsible for the procurement function in the department including the purchase of law enforcement and departmental office supplies. Responsible for providing public service information and other referrals for non-emergency related services to the University Community. Responds to the public on a wide range of calls for service, (i.e., citizen complaints, victim/witness contacts, information requests, etc.) in person and by phone. Responsible for updating and assisting in the continued development of the Police Department's website. Functions as a backup in dispatch when needed. This position is considered essential personnel, which requires reporting to work during adverse weather conditions.

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| Agricultural Technician | 3 | 003004 | 070688 |
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Position Responsibilities:

Responsible for a variety of activities at the University's poultry farm. Duties include bird care, collecting data and performing specialized tasks per prescribed protocol, performing maintenance on facilities and equipment, and operating a variety of equipment.

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| Laboratory Specialist | 3 | 08818 | 070673 |
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Position Responsibilities:

Assist with daily lab management and upkeep (e.g., solution preparation, autoclaving/sterilization, organization of samples); help with equipment upkeep, use and training; maintain a transgenic mouse breeding colony (mouse handling), breeding set-up, genotyping and colony maintenance). Ability to follow a research protocol, independently execute molecular biology experiments and interpret and present data. Responsible for maintaining a laboratory database containing laboratory records on the mouse colony, antibodies, plasmids, oligonucleotide and DNA fragments.

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| Police Officer | 3 | | 070687 |
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Position Responsibilities:

Protects and serves a diverse University community. Investigates motor vehicle accidents, personal injuries, and criminal matters. Enforcement of state and federal laws, and University policies. Preparation of reports and comprehension of legal documents. Courtroom testimony, traffic direction and crowd control. Response to emergency situations, extended foot patrol, working a rotating shift that includes weekends, nights, and holidays. Reporting for duty in adverse weather conditions. Adhering to all criteria established for a Nationally Accredited Police Department.

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| Learning Systems Lead Quality Analyst | 5 | 008691 | 070664 |
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Position Responsibilities:

Serves as Quality Assurance Lead within Learning Technologies User Experience Group. Provide functionality and usability testing for open-source and vendor software. Work closely with other user experience team members (development, support, usability) throughout user requirements gathering and software development cycle to develop test plans for iterative testing. Works directly with faculty, staff, students, and key project stakeholders during Users' Group meetings to develop scenarios and uses cases. Represent Virginia Tech in global open-source QA initiatives. Create and manage repository of automated functional testing scripts for Educational Technologies' software offerings. Compile and analyze testing results and recommend to software designers user interface changes based on testing results. Assist in usability tests of software with faculty, staff and students taking a lead role in quality assurance engineering with minimal supervision. Evaluate faculty and student recommended software for potential inclusion in OCS' product offering with an emphasis on usability and user satisfaction. Provide support for Learning Systems users (faculty and students) through OCS s

Employee Category: Staff (Salary)

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
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| Program Support Technician | 3 | 008473 | 070600 |

Position Responsibilities:

Provide administrative and program support for the Director and a group of faculty and graduate students in ASPECT, a graduate certificate and emerging PhD program to include purchasing, travel arrangements and reimbursements, financial management, hiring activity, and other general duties. Handling, planning and coordinating meetings, events, and workshops. Assists director in communications and correspondence. Assist graduate students by answering questions, maintaining files, completing forms, using the Banner system as needed. Updating the program website.

Employee Category: Hourly Wage Staff, limited to 1500 hrs/year

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|--|-----------------|------------------------|-----------------------|
| Nursing Assistant/Activity & Health Aide | 2 | 022916 | 070038 |

Position Responsibilities:

Provides assistance to the adult day services participants including assistance with activities of daily living, recreational activities and other health and therapeutic related activities as prescribed in the plans of care. Responsible for working with the Activity Director in implementing therapeutic recreation activities.

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| Application Developer | 5 | 024116 | 070114 |
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Position Responsibilities:

Serves as developer for Learning Technologies programming projects and systems. Will work on the SENRG project and Sakai tool programming. Primarily responsible for code writing including integration with frameworks and existing enterprise systems. Also responsible for some application development design and end user analysis. Works directly with supervisor and indirectly with faculty and helpdesk (OCS) to determine needs for application development. Implements application development solutions as identified by supervisor.

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| Facilities Assistant | 3 | 022507 | 070092 |
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Position Responsibilities:

Schedules online with interactive database and sets up classroom training space and audiovisual equipment for University's academic classes at the Northern Virginia Center to include: computer labs, meeting rooms, distance-learning classes, and Center shared spaces. Requirements are working knowledge of audiovisual equipment, experience with distance-learning equipment a plus, computer proficiency in use of PC (i.e., internet, email), strong communication skills, and demonstrated ability to assume responsibility and to work independently with minimum supervision.

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| Veterinary Nurse - Part-time; Equine Medical Center, Leesburg, VA | 3 | 020640 | 070264 |
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Position Responsibilities:

Provides care for equine patients through administration of medications treatments, specimen collection, monitoring vital signs, record keeping and assisting in the preparation and performance of special procedures.

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| eLearning Technology Specialist | 4 | 023881 | 070442 |
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Position Responsibilities:

Maintains and upgrades computer hardware, software, and local area networks to function at their highest possible performance level for the Institute for Distance and Distributed Learning (IDDL). Applies anti-virus and Windows operating system updates to prevent security violations. Assists with IDDL inventory tracking. Provides technical support for the faculty, staff and students engaged in distance and distributed learning activities at Virginia Tech.

Employee Category: Hourly Wage Staff, limited to 1500 hrs/year

| Working Title | Pay Band | Position Number | Posting Number |
|---|-----------------|------------------------|-----------------------|
| Morning Edition Producer/Reporter- WVTF- Roanoke, VA | 3 | 024147 | 070459 |

Position Responsibilities:

WVTF's Morning Edition producer will work with our morning news host/anchor to derive the maximum from public radio's most popular and most important program. Responsible for providing support in various areas: gathering of news and audio; editing of copy and sound; writing news and continuity; conducting interviews; producing stories; freshening up content; answering phones; assisting with the monitoring of multi-program streams originating from our Roanoke broadcast center; and other technical duties; preparing content for on-line posting; preparing and recording weather forecasts on our second service Radio IQ.

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| Programmer - Technical Support | 5 | 024148 | 070514 |
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Position Responsibilities:

Provide application support to assure the reliability, availability, functionality and security of System Support administered servers and services. Responsibilities include developing or enhancing software tools or scripts to assist in systems administration, system monitoring, and e-mailbox administration.

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| Operating Room Assistant - Equine Medical Center, Leesburg, VA | 2 | 020484 | 070574 |
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Position Responsibilities:

Provide technical support and necessary supplies to the operating room as part of a team providing 24 hr. emergency coverage. Also, responsible for providing supplies to the rest of the Equine Medical Center as needed. Requires emergency on-call duty evenings and weekends on a scheduled rotation basis. Prepare the operating room with necessary equipment and supplies. Assist in recovery. Assist in instruction of veterinary medicine students, vet tech interns, and other staff in the correct use of instruments and equipment.

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| Distance Learning Technician | 3 | 023276 | 070637 |
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Position Responsibilities:

Provides first level technical and operational support for statewide video conference network and electronic classrooms in the production of distance learning programs. Diagnose and facilitate/solve connection failures and other problems related to equipment malfunction at the terminal level

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| Food Service Wage Pool | 1 | | 070633 |
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Position Responsibilities:

The Food Service Wage applicant pool provides food service to customers of the university dining centers with a high level of customer satisfaction. Ensures a clean, safe and sanitary environment for employees and customers. These vacancies include temporary, full-time, and part-time work. Positions in the following areas are often available: utilities assistant, food service assistant; cook, baker, cashier, food production assistant and pre-prep assistant.

Employee Category: Hourly Wage Staff, limited to 1500 hrs/year

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|--|----------------------|------------------------|-----------------------|
| Clinical Supply Assistant - Equine Medical Center, Leesburg, VA | 2 (\$8.93 - \$23.82) | 023883 | 070662 |

Position Responsibilities:

Ensures proper stocking of applicable supplies in all areas of the hospital 7 days a week as scheduled. Dispenses supplies and applies patient department charges and billing. Assists with procedures in the main treatment room and provides services as needed to other departments. Restores pharmacy shelves, after hours drug cart and fluid supplies.

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| Security Guard | 1 | 020470 | 070696 |
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Position Responsibilities:

Provides security for a diverse University community. Duties include but not limited to monitoring and patrolling buildings and parking lots, reporting safety hazards and suspicious situations, security deficiencies and unauthorized activity. Other duties include regular communication with police dispatcher or patrol unit via radio and maintaining a daily log of patrols and action taken on findings. Supports the Police Department in the prevention and detection of criminal activity. Provides an orderly environment in alignment with the University mission. May work under adverse weather conditions.

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| 4-H Educator | 3 | 023492 | 070681 |
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Position Responsibilities:

Work with 4-H staff, youth, families, and community resources to develop and deliver 4-H educational programs. Organize and facilitate meetings and training sessions for adult volunteers and youth. Evaluate program effectiveness, maintain program records, and report on achievements. Promote 4-H programs through public presentations, exhibits, news releases, brochures, and other forms of media, and coordination of one countywide 4-H fundraiser. Periodically participate in cross-team projects with Virginia Cooperative Extension.

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| Research Nurse-Part-Time | 4 | 024083 | 061312 |
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Position Responsibilities:

Provides nursing support for ongoing laboratory studies. Duties include placement, monitoring and removal of venous catheters; drawing blood; monitoring and withdrawal of arterial catheters; preparation and administration of medications; assessing vital signs of subjects undergoing study; and responding to emergencies according to accepted nursing practice; assists with recruiting and screening of potential research participants.

Employee Category: Hourly Wage Staff, limited to 1500 hrs/year

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|----------------------|-----------------------|------------------------|-----------------------|
| Web Editor | 3 (\$10.06 - \$20.64) | 023400 | 061289 |

Position Responsibilities:

The National Capital Region Office of Virginia Tech seeks an individual to undertake website management with some experience in web authoring, content management systems (CMS), and design. The main emphasis of this position is content management with some elements of design, functionality and enhancement of the site required as the position matures.

The primary responsibilities of this position are to monitor, maintain and enhance the program's website, assisting the Public Relations & Marketing Manager in updating and adding new content and making web design changes as needed. Other responsibilities will include but are not limited to working with non-technical content providers; providing support by way of training for other staff in preparing content for the web through a CMS; providing quality assurance review of web pages; ensuring that current industry standards regarding usability practices are being followed; monitoring site and troubleshooting functionality or presentation problems as they arise.

This is a part-time position with a flexible schedule but successful candidate will be required to work in the office a minimum of 20 hours per week between the hours of 9

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| Assistant Teacher | 2 | 024090 | 061321 |
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Position Responsibilities:

Provides support to the Child Development Center for Learning and Research (CDCLR). Works collaboratively with classroom teachers in planning and implementing curriculum. Documents children's learning experiences. Participates in CDCLR professional activities.