



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>
Housekeeping Worker	1	006457	061508

Position Responsibilities:

Provides housekeeping services to assure a clean, sanitary and safe environment in assigned facilities. Responsible for meeting high standards of housekeeping in offices, meeting rooms, public areas, bathrooms and other areas within the facilities. Duties include floor maintenance, dusting, gathering and removal of trash, and snow and ice removal from entranceways and sidewalks. 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. Occasionally assists with the preparation of regularly scheduled events. Designated Emergency Personnel--requires employees to report to work during emergency situations and closings.

Small Animal Medicine Ward Technician	3	008728	070068
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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.

Application Administrator	5	008895	070078
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Position Responsibilities:

Install, maintain, diagnose and resolve problems with enterprise content management system, and other enterprise software. 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 base and web server software. Provide application administration and maintenance as needed, coordinating activities with appropriate groups. Develop software for monitoring, and troubleshooting enterprise software.

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.

Employee Category: Staff (Salary)

Working Title	Pay Band	Position Number	Posting Number
Senior Housekeeper	1	008897	070107

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.

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.

Assistant to Chief Engineer-WVTF Public Radio	5	008204	070145
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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.

Barn Care Nursing Manager / EMC - Leesburg, VA	3	008802	070173
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Position Responsibilities:

Manages barn care/nursing department, which includes overall responsibility for administration, budget, inventory, and personnel decisions within the department and provides patient care as needed. Supervises 3 nursing shift supervisors on weekend, day, evening and night shifts, and the assistant barn care manager. Assures all department services are provided accurately, efficiently, and on a timely basis. Manages all aspects of quality control and quality improvement for the department.

Research Assistant	3	008911	070156
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Position Responsibilities:

Research assistant for a research project involving children and adolescents with specific phobias. Will assist PI in preparing data analysis programs and conduct literature searches. Responsible for coding and entering data. Also responsible for compiling, creating, and organizing data files. Assists in administering some research procedures and collecting data including scheduling family contacts and collecting observational, interview and survey data from children and their parents. Requires flexible scheduling; some evenings and weekends may be required.

Employee Category: Staff (Salary)

Working Title	Pay Band	Position Number	Posting Number
Research Tech	3	008430	070190

Position Responsibilities:

The objective of this position is to carry out behavioral experiments investigating the molecular and biophysical basis of the magnetic compass in C57 BL/6 mice. Genetic knockout strains will be used to investigate molecular mechanisms that have been implicated in magnetic field sensitivity. Parallel experiments involving exposure to low-level, oscillating fields will be carried out to characterize the biophysical mechanism that underlies the magnetic compass. Work location will be at the Ecological Simulation Laboratory (Smithfield Road) and the Behavioral Testing Facility (Glade Road).

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.

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.

Food Service Salary Pool	1		070331
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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.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Housekeeping Salary Pool	1	P04000	070332

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.

Administrative and Financial Services Associate	4	006479	070323
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Position Responsibilities:

Provide financial and operational support for departmental business and grant sponsored projects; coordinate the formulation, development and allocation of project budgets; provide timely and accurate Financial Reporting to project sponsor; reconcile monthly accounting statements and maintain accounting files; develop new project cost proposals; oversight of project activities to ensure compliance with federal, university and departmental regulations; responsible for departmental accounting assignments; responsible for purchasing for departmental and project needs.

Enrollment Services Coord	4	000049	070252
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Position Responsibilities:

This position assists with: maintenance of office long-range and short-range priorities; developments for the admissions data processing area; and the oversight of the operational processes. This position must be extremely proficient and knowledgeable in student BANNER and must ensure that the system functions within the Graduate School and academic units so that data is consistent, current, and accurate. This position works within the Graduate School and with the President's Office to provide key support for graduate commencement ceremonies. This position will be called upon frequently to assist the Director of Admissions and Academic Progress and the Graduate Dean and Associate Deans in the design and implementation of policies and procedures, including extensive background research. Position works as a campus liaison and trainer for processes related to graduate admissions/academic progress information.

Unit Administrative Assistant, Alleghany County	3	005137	070352
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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.

Learning Technologies Systems Integrator	5	008426	070376
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Position Responsibilities:

Provides support for Virginia Tech's academic applications. Responsible for integration and support of instructional technology applications, including mission-critical services such as Blackboard, Electronic Portfolios, and Sakai.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Mechanical Engineer	5	001000	070341

Position Responsibilities:

The primary objective of the position is to contribute towards the educational and research mission of the Department of Engineering Science and Mechanics specifically in a laboratory environment. To this end, design and/or conduct experiments in the technical areas of mechanics of materials, fluid mechanics, and dynamics and vibrations and guide students, faculty and staff members in doing the same.

Business Manager	4	008358	070373
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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.

Laboratory Specialist	3	008941	070397
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Position Responsibilities:

This position will carry out specific research activities funded by a grant from the USDA. The individual must be able to work independently; use microbiology techniques to inoculate and incubate bacterial cultures; recover and fractionate bacterial cells; perform biochemical assays; purify bacterial DNA; perform restriction digests, ligations and gel electrophoresis; prepare genetically competent cells for E. coli and Bacillus subtilis; perform transformations to produce new strains; perform phase contrast microscopy; and be able to trouble-shoot all of these procedures. The individual will also be involved in day-to-day activities in the lab, including ordering supplies, general lab maintenance, sterilization of supplies, solution and media preparation, interacting with students, and participating in group meetings.

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

Laboratory Specialist	3	008939	070351
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Position Responsibilities:

This position will assist with lab management (e.g., order and receive material, organize space and equipment in the lab); assist with lab research; prepare and aliquote solutions; organize samples; supervise undergraduate students; help with equipment upkeep and use; follow research protocol in independently executing experiments; and interpret and present data.

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Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Lab Specialist	3	008940	070389

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.

Administrative Assistant-Equine Medical Center, Leesburg, VA	3	002307	070383
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Position Responsibilities:

Provide administrative support to the director of the hospital; prepare and edit correspondence as requested; ensure that documentation is prepared pursuant to guidelines of University/CVM as related to residency program, internship program, 4th year veterinary student rotation, and externship program; manage and coordinate faculty area administrative/teaching services by supervising one Adm. & Office Spec II and one volunteer for the library.

Anesthesia Technician-Equine Medical Center, Leesburg, VA	4	006669	070386
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Position Responsibilities:

Provides anesthesia services for elective and emergency surgical, medical, and diagnostic procedures as well as for research and teaching. Assists with teaching of technical skills in anesthesia and critical care. Assists in other areas of clinical services as needed.

Food Service Manager	3	006367	070407
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Position Responsibilities:

Responsible for menu planning, maintaining and operating a 11,254 sq. ft. dining facility with public lobby and bathrooms. Supervise 16-20 food service employees in the preparation of approximately 450 meals per day and clean-up. Work with 4-H Center Director in advertising, interviewing and hiring Food Service employees according to 4-H Center procedures.

Small Animal ICU Technician	4 (\$28,987 - \$59,492)	008096	060392
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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. Assists in other areas as directed by supervisor.

Dispensary Assistant-Equine Medical Center, Leesburg, VA	2		070388
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Position Responsibilities:

Performs technical functions including the preparing and distributing of medications, maintaining pharmacy records, assessing inventory needs and ordering accordingly, sharing emergency call duty, and supervising area in the absence of the dispensary supervisor.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Electronics Technician I- (Virginia Tech Transportation Institute)	3	008947	070370

Position Responsibilities:

Performing electronic installation, service, and repair duties ranging from entry-level to journey-level. Responsibilities include installing, repairing, servicing, adjusting, calibrating, fine-tuning, and testing devices, circuitry and components on electronic and electronic communications equipment (e.g. cameras, monitors, video recorders, computers, traffic control devices and fire systems, transmitting, etc.) operating primarily on the basis of electric or electronic principles.

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.

Development Associate	3	008345	070415
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Position Responsibilities:

Provides comprehensive administrative, technological and programmatic support for the Director and Assistant Director for the Arts. Assists with management of donor relations; manages office work flow effectively, scheduling appointments and meetings, making travel arrangements, handling calendars, and reimbursements. Composes correspondence to follow-up with donors, volunteers and staff, and edits and proofs all written materials for accurate and professional presentations. Conducts research as requested. Responsible for preparing and coordinating numerous mass mailings to these constituencies. Helps coordinate special events and special projects. Works extensively creating reports from Banner database, usually in an excel spreadsheet format. Processes gift acknowledgements. Serves as liaison for university and non-university contacts.

Manager of Information Systems	5	007365	070418
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Position Responsibilities:

The Manager of Information Systems is responsible for the development and support of the College of Engineering's (COE) administrative information systems and related services for administrative and academic programs. Responsibilities include designing and architecting well-integrated solutions that are easy to use and support as well as bridge internal and external services. Position is also responsible for leading the COE System Administrators Council for the College and working closely with a variety of constituents such as deans, department heads, faculty and various university personnel. Strategic technology planning and evaluation are core components of this position as well as knowledge and experience developing and integrating complex solutions to information and asset management problems. The successful candidate will also manage budgets and human resources tied to this position and accommodate other duties as assigned.

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>
Assistant Director of Housing and Dining Services for Finance & Procurement	5	000095	070449

Position Responsibilities:

Assist the Director in the planning, organizing, managing, and controlling of the business and administrative affairs for the Housing and Dining Services division of the Office of Student Programs. Develop, allocate, and maintain individual, complex, and detailed revenue and expenditure budgets for the Housing Services and Dining Services operating divisions totaling more than \$38 million annually. Perform ongoing complex financial analyses of revenues and expenditures; generate routine and ad-hoc financial reports; establish, manage, and coordinate long-range financial and facilities-related plans; approve expenditure payment vouchers and related documents; develop policy and provide direction in order that the business functions are appropriately managed and controlled; and perform periodic internal audits of operational activities as well as external audits of the prime food supply vendor for the Housing and Dining Services area. Supervise an Assistant Business Manager, a Contract Administrator, and an Administrative and Systems Specialist.

CSS/Surgery Technician	2	008589	070441
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Position Responsibilities:

Performs a variety of responsible veterinary technical and nursing duties required in surgical procedures as an assistant to surgical faculty and house officers including scrubbing in on designated operations. Serves as an instructor of senior veterinary students in Small and Large Animal Surgery by demonstrating accepted techniques and overseeing their role in maintaining sterile procedures before, during and after surgical procedures. Manages and tracks the daily flow of surgical operations to ensure availability of operating rooms for scheduled and emergency procedures. Performs Central Sterile procedures: cleaning, packing, and sterilizing surgical instruments and supplies. On call for large and small animal surgeries.

Supervisor/Instructor - Smithfield Horse Center	4	008877	070433
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Position Responsibilities:

Manage daily unit activities associated with horse care and the equine breeding center. Teach horse management and training skills. Supervise student employees, volunteers and interns. Facilitate research activities at the unit.

Small Animal ICU Technician	4	000829	070439
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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.

Employee Category: Staff (Salary)

Working Title	Pay Band	Position Number	Posting Number
Veterinary Nurse Assistant	2	008147	070448

Position Responsibilities:

Performs direct patient care and barn care duties as assigned; maintains cleanliness in barn, treatment areas, and other related areas as needed. Delivers limited nursing care duties under the direction of nurse assigned to case such as taking temperatures, pulse and respiration, administration of oral medications, completion of flow sheet documents, reading chart orders, monitoring fecal and urinary outputs, monitoring fluid intakes, and notating animal behavioral changes.

Trades Utilities Senior Worker	3	007112	070403
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Position Responsibilities:

Performs specialized intensive cleaning and decontamination of mechanical/electrical equipment and rooms, ducts and air distribution devices to improve and maintain air quality in campus buildings. Performs carpentry, sheet metal, insulation and painting tasks in the course of the cleaning/treatment process. Makes repairs to air handling units, duct work, turning vanes, installs new filter racks, and replaces fans and motors in fan coil units and performs routine filter changes and service on building equipment. Stops, starts, disassembles and reassembles mechanical and electrical equipment in preparation for and during cleaning operations. Maintains and repairs all tools and safety equipment.

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.

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.

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.

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

Employee Category: Staff (Salary)

Working Title	Pay Band	Position Number	Posting Number
Accounts Payable Supervisor	4	002547	070451

Position Responsibilities:

Efficiently and effectively supervise work in the Accounts Payable Section of the Controller's Office so that vendors are paid promptly and university funds are properly expended in accordance with state, federal, and other applicable regulations. Provide assistance and training to departments for accounts payable processes and processes related to the university's e-procurement system. Responsible for the review and automation of A/P processes to continuously gain efficiencies in processing including processes such as imaging and document management processes related to accounts payable invoices and other documents. Administer procedures to process special A/P transactions, distribute payments, replace lost checks, problem resolution for daily posting of A/P transactions, automated transfers and modification of data files for the purchasing card program, automation of vendor records from VA Dept. of Taxation. Serve as back-up administrator for administrative systems in the Controller's Office.

Administrative Assistant, Agric & Extension Education	3	005611	070461
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Position Responsibilities:

Provide administrative support for the Department Head in Agricultural and Extension Education with effective communications and scheduling of all meetings and activities of the Department Head including travel. Represent the Department Head in routine correspondence, greet and orient visitors, promote effective relations with internal and external stakeholders, maintain confidentiality and professionalism in personnel matters and related administrative operations. Provide fiscal support for departmental accounts including reconciling reports.

Assistant Sports Information Director	4	0LC080	070443
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Position Responsibilities:

Reporting to the Editor of hokiesports the newspaper, will perform event coverage and complete writing assignments for the newspaper, which is printed 33 times per year. Writing duties include contributing a column or a feature for each publication and a complete notes package on women's basketball and other Olympic Sports. Contributes written material to the official athletics Web site.

Reporting to the Assistant A.D. for Media Relations, will provide support and assistance on behalf of the Athletics Department's communications area for sports or events as assigned by the director. Supports communications services relative to media, department publications, internal communications, public information, publicity and promotional activities for assigned sports or events.

Unit Supervisor - Campbell Arena Equine Unit	4	008951	070431
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Position Responsibilities:

Manage Campbell Arena's daily stable activities and herd health. Teach equestrian classes and act as assistant coach of the equestrian team. Plan and conduct equine laboratories, classes and special events. Facilitate research activities at the equestrian unit. Manage summer continuing education equestrian program. Supervise wage students and volunteers.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Graduate Program Coordinator	3	002024	070467

Position Responsibilities:

Coordinates the BMVS Graduate Program in the College of Veterinary Medicine. Manages recruiting and admission events, attends graduate recruiting fairs on- and off-campus. Assists in the preparation of the graduate program budget and manages the details of the graduate program support budget, stipend allocations, instructional fee scholarships and other fellowships. Liaison for the College with the Graduate School, Registrar's Office, and the Office of Student Accounts. Serves as the cash handler for the research area of the college. Responsible for word processing, processing travel vouchers, copying, filing and shredding as needed. Coordinates events for prospective graduate students. Supports summer research programs and other duties as assigned.

Fiscal Technician	3	008098	070460
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Position Responsibilities:

Provides fiscal support to the Veterinary Teaching Hospital through the collection of revenues. Ensures compliance with financial policy through audit of all fees, processing of medical records for discharge, closing invoices, receiving payments, computer data entry, providing high quality customer service to both clients and staff, providing direction to student wage staff, and support of the manager of the business office with collections and special projects. Serves as medical records co-coordinator for the department and CGI liaison with hospital staff.

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.

Graduate School Technical Coordinator	5	007901	060828
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Position Responsibilities:

Utilizing knowledge of Graduate School policy and procedures acts as a primary coordinator and liaison of ad-hoc teams undertaking design and automation of the university's graduate student systems, ensuring thorough planning and efficient allocation of human resources. Exercises latitude in assessing internal and external departmental needs in determining alternatives for satisfying them, supplying logic and database design specification as well as programming complex reports and process design.

Conducts Banner student systems training for in house and university employees. Serves as technical liaison between the Graduate School, Banner student team, and vendors, in development of new electronic processes. Serves as a backup contact for the graduate admissions review and imaging systems.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Senior Human Resources Employment Analyst	5		061187

Position Responsibilities:

Work with hiring managers throughout the university to attract, select, and retain a highly qualified and diverse staff. Meet with outreach partners, referral sources, hiring managers, and other HR professionals to develop recruitment plans. Develop creative job advertisements, identify recruitment resources, and coach supervisors through the screening, interviewing, selection, and starting pay processes. Analyze workforce data to develop and/or provide guidance in developing recruitment and outreach plans to enhance the diversity of applicants. Provide coaching and guidance to other HR employment analysts.

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>
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Nursing Assistant/Activity & Health Aide	2	022916	070038
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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.

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.

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.

Animal Care Technician	1	022563	070310
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Position Responsibilities:

Provides support to clinical faculty and fourth year veterinary students in the Intensive Care Unit (ICU) of the hospital. Duties include assisting with basic nursing procedures, maintaining supplies, cleaning and disinfecting the Intensive Care Unit daily, assisting in restraining and manipulation of patients, and other duties as directed by supervisor and faculty.

Card Services Clerk	3	021009	070321
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Position Responsibilities:

Provides operational support to the Hokie Passport Office by providing prompt, courteous service to customers by processing deposits, creating identification cards, reconciling deposit activity and answering questions.

Food Service Wage Pool	1	070329	
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Position Responsibilities:

This applicant pool is established to fill wage 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. These vacancies include temporary, full-time, and part-time work. 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, Food Production Assisant, Line Cook, Pre-Prep Assisant Utilities, Pastry Culinarian, and Cashier making \$8.00 per hour; Lead Cook, Pastry Culinarian Senior, Food Service Assistant Senior making \$8.50 per hour. Work area assignment may be changed as necessary.

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>
Database and GIS Assistant-Richmond, VA	3	023772	070356

Position Responsibilities:

This position assists the Virginia Department of Game and Inland Fisheries' Fish and Wildlife Information Services program with processing of wildlife and law enforcement data. Employee will be responsible for entering records into databases and digitizing information into the Department's geographic information systems (GIS). Employee will assist GIS Staff with the preparation of map products, processing spatial data, and supporting the sponsor agency's GIS. Employee will also assist in the preparation of materials for program workshops and training sessions. Employee may also perform other duties as assigned.

Security Guard	1	020470	070313
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Position Responsibilities:

Provides security for a diverse University community. Duties include monitoring and patrolling buildings and parking lots; and reporting safety hazards, suspicious situations, security deficiencies and unauthorized activity sometimes under adverse weather conditions. 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, providing an orderly environment in alignment with the University mission and assisting with special events.

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.

Switchboard Operator	2	022101	070455
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Position Responsibilities:

To provide accurate, timely directory information and to project a positive image of the university to callers to Virginia Tech Directory Assistance.

Large Animal Husbandry Technician	1	022155	070440
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Position Responsibilities:

Provides daily animal care by cleaning and disinfection; maintenance of facilities and grounds; animal restraint; assisting in clinical techniques; inventorying and restocking patient care areas of needed supplies; receiving supply of hay, straw and wood shavings; and hauling animals. Maintains a clean and safe environment for patients, clients, and staff.

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

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
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Fiscal Assistant - Part-Time	2	022977	070452
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Position Responsibilities:

Provides fiscal support to the department of Biochemistry. Duties include assisting with ordering, data entry, processing payment of purchase orders, printing and reconciling monthly reports, assisting with reconciling MasterCard, assisting with travel arrangements, and maintaining files.

Small Grains Research Assistant	2	024008	070435
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Position Responsibilities:

Assists members of the plant breeding and genetics program in implementing and conducting research projects conducted in laboratory, greenhouse and field studies related to development and testing.

Morning Edition Producer/Reporter- WVTF- Roanoke, VA	3	024147	070459
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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.

Laboratory Technician - Part-Time	2	023809	070471
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Position Responsibilities:

Supports the College of Veterinary Medicine and Corporate Research Center research, teaching, and clinical areas by cleaning and sterilizing items, producing distilled and de-ionized water, and decontaminating infectious materials. Follows University Safety Procedures and Laboratory Standard Operating Procedures. Performs various laboratory duties as required.

Small Animal Veterinary Technician	4	020101	070474
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Position Responsibilities:

Provides technical support to clinical faculty and senior veterinary students in the medical sections of the Veterinary Teaching Hospital, including ward and treatment room management, administering treatments and medications ordered by clinical faculty. Provides technical support to clinical faculty and senior veterinary students in regards to Small Animal Anesthesia in the Veterinary Teaching Hospital. Special nursing care procedures may include special diagnostic procedures, infection control/isolation management and supports OR procedures. 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 related to ICU/Critical Care. Assists in other areas of the hospital as directed by supervisor.

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

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.

Web Application Developer	5	024093	061366
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Position Responsibilities:

Acts both independently and working closely with other members of IDDL's eLearning Systems Development and Integration group to design and enhance automation of Virginia Tech's eLearning enterprise. Ensures thorough planning and successful completion of automation projects by the negotiated deadline. Assists with designing, developing IDDL databases. Exercises latitude in supplying technical advice, program logic and database design specifications, as well as suggesting alternatives to meet user needs. Blends advanced technical skills with knowledge of student, faculty and administrative eLearning requirements and processes. Receives direction and is accountable to the IDDL's eLearning Systems Development and Integration Team Leader. Works cooperatively with IDDL's Senior Systems Administrator, IDDL's System Analyst for Administration & Integration, and other Web Developers to ensure that IDDL web and data systems are developed for maximum effectiveness, ease of use, and compatibility with other Virginia Tech systems. Works closely with other managers within IDDL, with program directors of university eLearning programs, and others.