



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.

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.

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.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Veterinary Nurse-Equine Medical Center, Leesburg, VA	3	008145	070118

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
Systems Engineer	5	008921	070273

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.

Program Coordinator	3	005620	070278
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Position Responsibilities:

Ensure the growth and maintenance of selected and established Continuing and Professional Education programs and works with various professional, trade associations, state agencies, and other organizations in the set-up and usage of University facilities. Serve as a central point of contact for clients, attendees, and faculty and staff and effectively and accurately communicate information. Monitor program performance and service delivery and make adjustments as necessary. Coordinate, review, and approve budgetary expenditures with accuracy. Coordinate logistics of marketing materials for each program assigned. Develop and manage budgets for assigned programs.

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.

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.

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.

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.

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.

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.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Information Tech Spec II	5	007831	070344

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.

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.

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>
Windows System Administrator	4	008578	070411

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.

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.

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

Veterinary Nurse Assistant	2	008147	070448
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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.

Employee Category: Staff (Salary)

Working Title	Pay Band	Position Number	Posting Number
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.

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.

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.

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.

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.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Unit Supervisor - Campbell Arena Equine Unit	4	008951	070431

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.

Graduate Program Coordinator	3	002024	070467
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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.

Training & Project Coordinator	4	006440	070522
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Position Responsibilities:

Assist the Senior Associate Director of Dining Services in Project Management, Renovations, and Orientation and Continuous Training Programs for Dining Services.

Utilities/Special Projects Crew	1	000609	070525
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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.

Labschool Teacher	2	008551	070468
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Position Responsibilities:

Serves as a teacher in the Child Development Center for Learning and Research (CDCLR). Support documentation of learning experiences with the classroom teacher and the Curriculum Director. Work collaboratively with the classroom teachers and Curriculum Director in planning and implementing curriculum. Collaborates with the CDCLR faculty, teachers, university community and families to support amiable partnerships in a learning community.

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.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Lab Specialist	3	000799	070493

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.

Custodial Operations Specialist	1	1189 & 20	070420
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Position Responsibilities:

Responsible for general & specific custodial needs assuring a clean, sanitary, safe, and customer friendly environment for university union facilities. Responsible for maintaining established & industry standards of cleanliness and sanitation in a large multi-purpose facility.

Duties consist of cleaning processes to include, but not limited to, floor maintenance, dusting and polishing floor to ceiling, laundering, gathering and removal of trash, snow and ice removal from entranceways and sidewalks, raking leaves and gathering exterior building trash, deep cleaning, carpet extraction, upholstery cleaning, and replenishing supplies. Operates powered and manual cleaning equipment. Provides assistance with event set-up as needed.

Emergency Personnel position requiring employees to report to work during emergency situations and closings.

Grounds Worker	1	000308	070437
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Position Responsibilities:

Supports the Grounds Department in the installation and maintenance of the University grounds by operating various trucks, commercial-type riding mowers, push mowers, leaf vacs, farm tractors with attachments, rototillers, chainsaws, weed eaters, small power and hand tools. Performs daily routine maintenance such as checking oil and fluid levels, inspecting belts, sharpening blades, replacing blades, and making minor repairs. Removes snow from sidewalks, ramps and steps.

Animal Care Technician	2	008428	070527
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Position Responsibilities:

Cleaning, feeding, watering, and general husbandry of laboratory animals at the Teaching and Research Animal Care Support Services (TRACSS) facility. Maintains clean facilities. Provides support services, involving animals, for the teaching, research, and continuing education programs.

Computer Network Support Technician	4	000479	070512
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Position Responsibilities:

Provide networking administration and technical support to the Office of Undergraduate Admissions. Administer the OUA network, including all computers (unless otherwise designated), printers, servers, cell phones and other peripherals. Maintain a secure network environment, with particular attention to back ups of all computers on a daily basis. Initiate and implement enhancements to the office network. Troubleshoot all hardware and software problems. Provide solutions to office staff regarding daily computing problems and educating users on unfamiliar platforms and programs. Serve as CNS liaison by maintaining up-to-date records regarding IP addresses and telephone changes/requests. Serve as resource when purchasing new equipment and maintain up-to-date inventory of all computers and AV equipment. Set-up pids and email accounts for new employees. Set up equipment for special events. Serve as back up to Data Integrity Manager.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
System Administrator - Office of the Vice President for Research	5	007230	070529

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.

Administrative Assistant	3	008953	070482
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Position Responsibilities:

Acts as Admin. Assistant for the Director of Contracts & Campus Renovation Services. Responsible for the preparation and maintenance of all personnel documentation for the staff of Contracts & Campus Renovation Services. Enters payroll/timesheet data into the University Banner Financial Accounting System. This individual will interact with executive level administrators, government officials, business executives and faculty, with an understanding of protocol, political environment and implications, and confidentiality.

Business Manager	4		070470
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Position Responsibilities:

Responsible for overall financial management of the department including budget development and execution of all operation, maintenance reserve, and special accounts and allotments and all recoverable work. Conducts business case and financial analyses, and organizational and operational studies and analyses to determine the most efficient and cost-effective methods for doing work. Manages, monitors, reconciles all department accounts on a monthly basis. Serves as Contracts & Campus Renovation Services personnel and position manager. Responsible to the Assistant Vice-President for Facilities, and the Facilities Budget Manager for special projects, including the preparation of strategic plans, long range goals and objectives, and other reports for the Facilities Area on an ad-hoc basis. Position will have cost estimate evaluation and cash flow management responsibilities.

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.

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.

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 Assistant, Line Cook, Pre-Prep Assistant, 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.

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

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>
Veterinary Nurse - Part-time; Equine Medical Center, Leesburg, VA	3	020640	070264

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.

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.

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.

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.

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.

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

Working Title	Pay Band	Position Number	Posting Number
Research Assistant, Center for Geospatial Information Technology	4	New	070521

Position Responsibilities:

Responsibilities will include analysis and modeling of floodplains and stormwater drainage, design and implementation of geospatial data models for a variety of civil engineering and geographic applications. In addition, the position will provide direction to GIS technicians, technical writing, and interfacing with clients. Position will also be expected to provide some assistance to faculty in the development of contract proposals. This will include providing technical assistance with proposal project approaches, developing proposal text describing procedures, and constructing project budgets.

Accounts Payable Specialist	3	022583	070501
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Position Responsibilities:

Provide direct support to finance unit of Continuing Education by preparation and coordination of all invoice payments, journal transfers, and purchase orders. Reviews and processes payables from numerous program and departmental funds. Serves as departmental liaison to University Purchasing and Controller's Office. Maintains program filing system, enters data, and other fiscal duties.

Turf Love Water Quality Educator	3	023134	070473
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Position Responsibilities:

Perform support assistance to the Extension Water Quality Protection Program including the administrative and business details necessary to implement and coordinate the program, support in creating promotional material, managing files and databases, organizing materials, and various other routine administrative tasks. Assist in program promotion, enrollment and evaluation and in the development of educational materials for use in training volunteers and educating clientele. Assist in the design and implementation of program evaluation methods. Assist in planning and promotion of educational programs to the public.

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.