



Virginia Tech

Employment Opportunity Bulletin

This bulletin is published by the Virginia Tech Human Resources Department. To apply for any of the available positions listed in this bulletin please visit:

<http://jobs.vt.edu>

For Additional information about the university please visit the links below:

Virginia Tech Online: <http://www.vt.edu>

Human Resources Online: <http://www.hr.vt.edu>

Benefits Online: <http://www.hr.vt.edu/benefits>

Resources for Prospective Staff:

<http://www.hr.vt.edu/staff/>

Virginia Tech has a strong commitment to the principles of diversity, inclusion, and to maintaining a work and learning environment that is free of all forms of discrimination. As a result this institution does not tolerate discrimination or harassment on the basis of age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation, or veteran status. Anyone having questions concerning discrimination should contact the Office of Equal Opportunity: (540) 231-7500.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Research Specialist - Small grain/Soybean-Warsaw, VA	4	008919	070041

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
--------------------	---	--------	--------

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.

Lab Animal Veterinary Services Coordinator	4	008931	070286
--	---	--------	--------

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.

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.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Budget Systems Developer	5	006990	070466

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.

Utilities/Special Projects Crew	1	000609	070525
---------------------------------	---	--------	--------

Position Responsibilities:

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

Laboratory Support Technician	3	008181	070504
-------------------------------	---	--------	--------

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.

Material Expeditor	3	008957	070484
--------------------	---	--------	--------

Position Responsibilities:

Position reports directly to the Program Administration Manager and assists the Procurement Manager in ordering and authorizing payment for materials and equipment, assists Storeroom Manager when required. Performs entry level technician work that involves conducting inspections, testing materials and the collection and correlation of LEED materials for projects. Maintains a variety of records and files, prepares correspondence, forms and reports. Provides support to the DEPART work order system.

Office Supervisor	3	008101	070539
-------------------	---	--------	--------

Position Responsibilities:

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

Employee Category: Staff (Salary)

Working Title	Pay Band	Position Number	Posting Number
System Administrator/Analyst - Equine Medical Center, Leesburg, VA	4	007209	070575

Position Responsibilities:

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

Environmental Data Management Analyst-Richmond, VA	4	007704	070593
--	---	--------	--------

Position Responsibilities:

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

Research Specialist Senior-Virginia Tech Transportation Institute	4	008970	070615
---	---	--------	--------

Position Responsibilities:

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

Dual Career Assistance Program Coordinator	4	008606	070661
--	---	--------	--------

Position Responsibilities:

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

Employee Category: Staff (Salary)

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

Position Responsibilities:

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

Housekeeping Salary Pool	1	P04000	070651
--------------------------	---	--------	--------

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.

Food Service Salary Pool	1		070649
--------------------------	---	--	--------

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.

Applications Programmer Senior-Virginia Tech Transportation Institute	5	008561	070622
---	---	--------	--------

Position Responsibilities:

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

Laboratory Specialist	3	08818	070673
-----------------------	---	-------	--------

Position Responsibilities:

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

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Learning Systems Lead Quality Analyst	5	008691	070664

Position Responsibilities:

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

Business Manager	4	000116	070641
------------------	---	--------	--------

Position Responsibilities:

Position, under the broad direction of the Chair, plans, oversees and directs the administrative and financial affairs of the department. Forecasts, plans and manages department and sponsored research budgets; makes recommendations to the Chair on a wide range of topics including resource allocation for administration and instruction as well as staffing and facilities management; supervises administrative and support staff including overseeing student curriculum advisement; advises faculty, staff and students on departmental and university policies, procedures and resources; prepares reports and cost-sharing budgets on all outgoing proposals and related materials; prepares managerial and financial reports; and represents the Physics Department to the university community. Position provides requisite continuity for a department with a Chair on a limited term.

Degree Audit Encoder	3	001720	070685
----------------------	---	--------	--------

Position Responsibilities:

Encodes graduation requirements into the Degree Audit Reporting System (DARS), working with academic departments to meet needs by established deadlines. Translates graduation requirements into rules that are programmed into the degree audit system, utilizing knowledge of system controls, conditional logic programming, and understanding of curriculum. In partnership with departmental faculty, identifies needs, writes easily maintained degree audit programs, and tests programs for accuracy before release. Consults with academic deans and/or departmental personnel on degree requirements, tracking needs and resolving issues related to graduation requirements.

Electronic Technician Supervisor- Virginia Tech Transportation Institute	4	008981	070698
---	---	--------	--------

Position Responsibilities:

Perform vehicle instrumentation and related work, with little supervision, as directed for Hardware Electronics Laboratory/Technical Operations.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Chef de Cuisine	3	007957	070738

Position Responsibilities:

Assist in the supervision and management of a large university dining center under the direction of the Executive Chef. Responsibilities include assisting with execution of menu plan, budget plan, personnel plan, customer relations, safety and sanitation, and the maintenance of building and equipment. Assist in the supervision, counseling, training and development of employees. Ensures all policies and procedures are followed. Ensures a high level of customer service at all times in the dining facility. Prepares recipes and ensures food productions are of the highest standards of quality, taste, creativity, presentation, and variety.

Large Animal Veterinary Tech - Night IC	4	008982	070732
---	---	--------	--------

Position Responsibilities:

Provides overnight intensive nursing care to all large animal patients and clinical assistance as directed by clinicians. Supervises, orients, instructs, and evaluates senior veterinary students in the medical management of patients. Provides primary patient care in anesthesiology on-call after hours, on holidays and weekends in large or small animal clinic.

Laboratory Specialist	3	001305	070761
-----------------------	---	--------	--------

Position Responsibilities:

Supports biomedical research in a multifunctional, multi-user biochemistry lab. Responsible for the use and maintenance of equipment for biochemical analysis, protein purification, organelle isolation, gel electrophoresis, chromatography, cell culture, enzyme assay, radioisotope use, biological sample collection from animals or cell cultures and preparation for analysis. Data collection and literature search on new techniques. Performs various molecular biology techniques such as RT-PCR.

Program Support Tech Senior	3	0LC056	070748
-----------------------------	---	--------	--------

Position Responsibilities:

Serves as administrative assistant for the office of licensing and trademark administration. Maintains licensing contracts. Assists the director in processing and managing license agreements. Maintains department operating budgets. Leads information systems improvements. Supervises wage employee(s)

Operating Room Specialist; Equine Medical Center, Leesburg, VA	3	008144	070759
---	---	--------	--------

Position Responsibilities:

This position provides technical support and necessary supplies to the operating room as part of a team providing 24 hour emergency coverage. Responsible for providing supplies to the rest of the Equine Medical Center as needed. Assisting clinicians, residents, anesthetists and other staff with various situations. Preparation of surgical suite following hospital protocol or direction of the surgeon. Standing procedures and working knowledge of all instruments used within the Operating Room. Assist in instruction of veterinary medicine students, vet tech interns and other staff in the correct use of instruments and equipment

Employee Category: Staff (Salary)

Working Title	Pay Band	Position Number	Posting Number
1st Cook	2	000708	070784

Position Responsibilities:

Assist in the supervision of kitchen employees and the daily meal production in a large university dining center under the direction of the Sous and/or Executive Chef. Responsibilities include assisting with execution of menu plan, customer relations, safety and sanitation, and the maintenance of equipment. Assist in the counseling, training and development of employees. Ensures all policies and procedures are followed. Ensures a high level of customer service at all times in the dining facility. Prepares recipes and ensures food productions are of the highest standards of quality, taste, creativity, presentation, and variety.

Administrative Assistant - Post Approval Monitoring, Research Compliance	3	008521	070781
---	---	--------	--------

Position Responsibilities:

Provide secretarial and database management support services to the Research Compliance Office, including but not limited to assisting in coordinating Post Approval Monitoring compliance activities, database and file management, correspondence management, communicating and interfacing with individuals within and outside of the University, and assisting with scheduling meetings and activities associated with compliance committee functions/operations.

Housekeeping Worker	1	000167	070720
---------------------	---	--------	--------

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.

District Program Administrative Assistant, Northwest District Office	3	008717	070776
---	---	--------	--------

Position Responsibilities:

Serves as administrative assistant and secretary to the District Program Leader, Community Viability Specialist and the Agro-Based Bio-Utilization Specialist. Coordinates office functions for District Program Leader, CV Specialist and Agro-Based Bio-Utiliz. Specialist to include: Direct callers with program questions to correct person or resources; greet office visitors; make meeting arrangements, prepare agendas and ensure program readiness. Prepares documents, newsletters, presentations, and other program related materials. Prepares accounting/purchasing forms.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Veterinary Nurse Supervisor -Evening Shift; Equine Medical Center, Leesburg, VA	3	008419	070635

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. Must be able to communicate the status of all ICU cases to the appropriate clinician when deterioration or complications are noted and to other technicians when turning over cases. Maintain accurate records including flow sheets, charge slips for materials and supplies, and observation. Supervise and provide technical guidance to veterinary technicians, assistants, students, and volunteers assigned to nursing; Communicate all concerns or problems from clinicians or hospital staff to the Barn Care Nursing Manager.

Forage and Beef Research Specialist	3	008788	070820
-------------------------------------	---	--------	--------

Position Responsibilities:

Assist scientists in Pasture Based Beef Systems for Appalachia in data collection and analysis.

Lab Specialist	4	003428	070786
----------------	---	--------	--------

Position Responsibilities:

Provide technical support for the day-to-day operations in virology laboratories. Provide technical training for graduate and undergraduate students and new staff in the lab. Work with faculty member(s) to perform a wide variety of techniques with higher complexity in molecular virology such as DNA/RNA extraction, RT-PCR, PCR, gene expression, cloning and sequencing, cell cultures, virus propagation, virus detection, protein isolation and purification, animal experiments, working with DNA software and databases etc. Support the operation of the equipment for the VMRCVM Virology group.

Fiscal Technician-Virginia Tech Transportation Institute	3	NEW	070725
--	---	-----	--------

Position Responsibilities:

Provides fiscal and administrative support to multiple research groups in multiple research locations. Responsibilities include administering all purchasing processes including requests and first-level compliance review; assembly of Master Card packages for all card holders including first-level compliance review and coding of all transactions; administering vendor payments; reconciling monthly Banner transactions including first-level compliance review; managing wage, P14 and GRA appointments; managing timecard entry into Banner and reviewing VTTI timesheets for compliance; collecting salaried labor estimates on a monthly basis and Banner entry; managing and supervising complex travel processes including arrangements and reimbursements; collaborating with inventory team to ensure fixed asset systems are maintained including but not limited to BANNER report reviews; working with University offices and external vendors as necessary to achieve objectives.

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>
Application Developer	5	024116	070114

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.

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.

Operating Room Assistant - Equine Medical Center, Leesburg, VA	2	020484	070574
---	---	--------	--------

Position Responsibilities:

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

Food Service Wage Pool	1	070633	
------------------------	---	--------	--

Position Responsibilities:

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

Security Guard	1	020470	070696
----------------	---	--------	--------

Position Responsibilities:

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

Postal Assistant/Carrier	2	020442	070755
--------------------------	---	--------	--------

Position Responsibilities:

Pick-up and delivery of mail to and from the post office to specified locations on campus. Operate and user care of delivery van.

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>
----------------------	-----------------	------------------------	-----------------------

Early Morning or Late Night Wage Pool	1		070756
---------------------------------------	---	--	--------

Position Responsibilities:

The Food Service Wage applicant pool provides food service to customers of the university dining centers with a high level of customer satisfaction. Ensures a clean, safe and sanitary environment for employees and customers. These vacancies include temporary, full-time, and part-time work. Positions in the following areas are available in the Bakeshop and Pre-Prep areas.

Postal Assistant/Sorter	2	023181	070754
-------------------------	---	--------	--------

Position Responsibilities:

Process and distribute student mail to student residence halls. Responsible for opening and closing mailrooms. When needed fill in for delivery driver.

Large Animal Husbandry Technician	1	022155	070745
-----------------------------------	---	--------	--------

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. Hauling animals. Maintains a clean and safe environment for patients, clients, and staff.

Animal Care Technician	1	022675	070750
------------------------	---	--------	--------

Position Responsibilities:

Provides daily animal care by cleaning and disinfecting the small animal clinic. Duties include cleaning and maintaining facilities, assisting with patient restraint, and assisting in scheduling and managing student employees and volunteers.

Animal Care Technician	1	022563	070740
------------------------	---	--------	--------

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.

Groundskeeper	1		070703
---------------	---	--	--------

Position Responsibilities:

Maintains the buildings and grounds of historic property and adjoining continuing education center located in Critz, Virginia. Complete various landscaping activities to include grass cutting, gardening and other grounds maintenance. Complete routine building maintenance as needed. Set up for special events and programs to include assisting in hanging exhibits, setting up and taking down tables, chairs, speakers, and audiovisual devices and completion of light construction projects. Works directly with the Building and Grounds Coordinator and various volunteers/paid staff to complete necessary work. Makes minor repairs and report to the director about major repairs and maintenance, as needed.

Volunteer Coordinator	3		070693
-----------------------	---	--	--------

Position Responsibilities:

Coordinate, recruit and train volunteers; coordinate exhibits including delivery and hanging of exhibits; plan and organize excursions; update and maintain database for members and volunteers.

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>
Grounds Worker	1		070743

Position Responsibilities:

Maintains and prepares outdoor recreational facilities to include the South Recreation Area, the Club Sport Field Complex, and the Washington Street Tennis Courts complying with appropriate regulations and codes. Operates manual and power equipment such as riding mowers, snow removal equipment, graders, tractors, topdressers, aerators, and other grounds related equipment. Position is considered to be essential personnel and employee may be required to report to work in the event that the university is closed due to inclement weather.

Academic Advising Assistant	3 (\$20,915 - \$42,925)		070793
-----------------------------	-------------------------	--	--------

Position Responsibilities:

General responsibilities and duties of the position include providing support to faculty advisors by assisting with the provision of academic advising services to undeclared and/or exploratory students; accessing and preparing academic records for student appointments; reviewing students' comprehensive educational plans; logging and tracking student contact information into a student database system; and participating in an extensive training program and on-going professional development. This position will also assist with general office duties such as filing, answering telephones, scheduling appointments, and referring students to various university resources. In addition, some weekend and evening work is required.

Licensed Practical Nurse	3	020952	070808
--------------------------	---	--------	--------

Position Responsibilities:

Serve as a clinical nurse, under the supervision of registered nurses and physicians, in an outpatient setting. Responsibilities include triage, assisting physicians and patient education. Will be cross trained and work in the Women's Clinic, Allergy/Immunization Clinic and Medical Clinic.

Contract & Database Coordinator	3	023958	070780
---------------------------------	---	--------	--------

Position Responsibilities:

Efficiently manage the flow of all contracts going through the Continuing and Professional Education Education by verifying that all information contained in all Outreach Program Development contracts are legally approved and serves as a liaison with the General Counsel's Office to obtain legal approval on all Outreach Program Development (OPD) contracts. Manages the flow of information in the OPD database by tracking and analyzing data and providing reports.

Veterinary Nursing Assistant/EMC, Leesburg, VA	2	023258	070802
---	---	--------	--------

Position Responsibilities:

Performs direct patient care duties and barn care duties as assigned. Duties include mucking, stripping, bedding, disinfecting and sterilization of stalls. Prepares patients for dismissal. Participates in the care of research herd. Assists veterinary staff in removal and storage of carcasses after regular hours. Assists with nursing duties as needed. Operates basic farm machinery to include tractors, trucks, riding mowers and forklifts.

Office Services Specialist	2	022260	070804
----------------------------	---	--------	--------

Position Responsibilities:

Performs diagnostic/procedural coding using the system currently adopted by the American Medical Association. Reviews medical charts for coding; scans the chart for completeness and quality; amends any discrepancy in accordance with standard procedures and files reports in the records. Transcribes referral letters and reports using a transcription unit or micro-cassette tape.

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>
Office Services Assistant	2 (\$8.67 - \$17.79)	023955	070773

Position Responsibilities:

Complete assigned data entry duties in a timely and accurate manner. Correctly apply university confidentiality policies when appropriate.

Research Assistant -Virginia Tech Transportation Institute		NEW	070777
---	--	-----	--------

Position Responsibilities:

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

Research Nurse-Part-Time	4	024083	061312
--------------------------	---	--------	--------

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.