



Virginia Tech

Employment Opportunity Bulletin

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Employee Category: Staff (Salary)

Working Title	Pay Band	Position Number	Posting Number
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.

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.

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

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

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

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

Large Animal Veterinary Tech - Night IC	4	008982	070732
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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.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
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.

Veterinary Nurse Supervisor -Evening Shift; Equine Medical Center, Leesburg, VA	3	008419	070635
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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. 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.

Program Support Technician	3	005481	070801
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Position Responsibilities:

Provides administrative and secretarial support to the Educational Leadership faculty at the Hampton Roads Graduate Center. Is initial and primary contact for the program. Maintains student files. Processes orders and travel forms for faculty. Maintains account information for funds available to faculty at the Center.

International Support Services Associate	3		070836
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Position Responsibilities:

This position will primarily be responsible for processing J-1 Visiting Scholar visa applications. This includes the preparation and electronic submission of the DS-2019 Form which allows a visiting scholar to request a J-1 Visa from the nearest U.S. Consulate. The J-1 application process involves the ability to research, understand and apply specific technical knowledge and requires effective communication with US Govt. officials, university department heads and various individuals of diverse cultural backgrounds. This position will also assist with the review of drafts of International Memoranda of Understanding (MOU) and obtaining required signatures once finalized by VT's General Counsel's Office. Other responsibilities include maintenance of Public Access Files for all VT sponsored H-1B Temporary Worker Petitions. This position will also serve as liaison for VT's Chapter of Phi Beta Delta, Int'l Honor Society and for international VIP visitors.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Accountant Senior	4	002172	070834

Position Responsibilities:

Plan, prepare, and present detailed schedules and work-papers for the University's Federal Facilities & Administrative Cost Proposal, Federal Fringe Benefit Proposal, and State Auxiliary Indirect Cost Proposal. Establishes and reviews the user rates of all University service centers and other rate calculations as requested. Provides detailed and extensive assistance to faculty and departmental staff in the following areas: service rate worksheets and rate analysis, procedures for monitoring and tracking costs and actual usage of the service center to ensure all costs are charged to the service center, ensure all users of the service center are charged and the rates for the service center are reviewed at least annually and updated at least every two years. In conjunction with the Manager of Cost Accounting, recommends, develops and delivers training programs related to cost accounting and cost compliance issues. Also provides support to Financial Reporting through the preparation of reconciliation schedules, fund analysis, accounting journal entries and specialized reports.

Small Animal ICU Technician	4	008096	070839
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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.

HR Portal Technical Support Specialist	4	009006	070892
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Position Responsibilities:

Reports to the Portal/Service Center Manager. Provides technical support and guidance for HR web portal, HR communications and learning technologies to support HR, Work/Life Resources, and ULD professional development initiatives for university employees.

Manager, HR Portal & Service Center	5	009005	070891
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Position Responsibilities:

Provides leadership and management to the design and implementation of a human resource service center, HR web portal and related operations. Responsible for the supervision of service center employees and for innovation in the delivery of services and communications to employees and applicants.

1st Baker (Bakeshop)	2	007128	070897
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Position Responsibilities:

Provides operational support and assists in the supervision of employees in the large, high volume, centralized bakery servicing Culinary Services' dining facilities. Responsibilities include coordination of food production, supervision, quality control, customer satisfaction, safety and sanitation, and effective maintenance of computerized support system. Assist in delivery, inventories, stock rotation, receipt of goods, storage, and shipping accountability.

Employee Category: Staff (Salary)

Working Title	Pay Band	Position Number	Posting Number
Assistant to the Department Head	3	001512	070887

Position Responsibilities:

Following and applying departmental, college and university policies, this position serves as administrative assistant to the department head; supervises and directs the work of two or more staff positions; processes all personnel and payroll actions for departmental faculty members and classified staff and maintains confidential files on both groups; provides administrative support and assists with the coordination of promotion and tenure, special faculty awards, faculty recruitment, and faculty activity reports; coordinates alumni events, provides administrative support to department's alumni advisory board and serves as departmental liaison to alumni; and assists department head in annual reporting, development activities and special projects.

Police Officer-Investigator	3	001057	070893
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Position Responsibilities:

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

Fiscal Technician	3	001853	070909
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Position Responsibilities:

Responsible for a high volume of all purchases and solves problems pertaining to these purchases within the Biological Sciences Department. Reviews, maintains and verifies correctness of orders placed in HokieMart, placing orders as required. Receives orders placed in HokieMart according to packing slips. Copies, sorts, and distributes forms for payment processing. Serves as backup to the Accountant and receptionist. Performs data entry for wage payroll. Coordinates fiscal activity associated with the Master Card Corporate Purchasing Card Program, including reconciling. Conducts inventory and tracks usage of bottled gases. Prepares travel and meal expense reimbursements. Assists with monthly reconciliation.

Student Support Assistant-Northern Virginia Center	3	002209	070912
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Position Responsibilities:

Provides professional and comprehensive assistance, information and support to prospective and enrolled students, faculty and staff at the Northern Virginia Center in the Virginia Tech National Capital Region. Responsibilities include recruitment, admissions, orientation, registration, customer service, graduation preparation support, website maintenance, immigration, and other duties as assigned.

Assistant Manager (WEM)	3	000242	070955
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Position Responsibilities:

Assist in the management of a Dining Center in Student Programs. Responsibilities include assisting with execution of menu plan, personnel plan, customer relations, sales and register transactions, safety and sanitation, and the maintenance and security of the building and equipment. Assist in the supervision, counseling, training and development of employees.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Data Warehouse Architect	5	001372	070943

Position Responsibilities:

Chief Objective of Position: Responsible for designing data warehouse models, tables, views and developing and implementing data migration processes. Designs and develops warehouse reports, when applicable. Maintains implemented data marts by completing service requests, and fixing any problems that occur with nightly runs. Evaluates tools for data warehouse management and data access. Works with lead data warehouse architect to design for enterprise integration. Works with DBA to design tables effectively to support data access. Works with Data Warehouse Project Coordinator and Liaison to model and standardize data, capture and manage metadata. Provides back-up support for the maintenance of existing Java-based enterprise applications used for submitting and distributing reports via the web.

4-H EFNEP Program Assistant- Augusta	2	009015	070915
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Position Responsibilities:

Engage targeted youth in Augusta, Rockbridge and Bath Counties into 4-H ENFEP Youth groups, teaching them the knowledge, attitudes, skills, improved behaviors needed for choosing and preparing low-cost, nutritious, and safe foods, resulting in youthl acquiring improved eating habits and other skills that will contribute to better nutritional status and a healthy lifestyle. Emphasis is placed on training and managing volunteers to provide leadership to the youth groups.

Recruiter Senior	5	008871	070924
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Position Responsibilities:

Work with hiring managers throughout the university to attract, select, and retain a highly qualified and diverse staff. Use multiple resources to identify and recruit potential job candidates for professional level positions. 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.

Fire Protection Program Manager	5	008085	070867
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Position Responsibilities:

Provides fire protection engineering expertise in the design and construction of all capital outlay projects. Ensures that fire protection and general building code issues are proactively and effectively addressed in a manner that facilitates success of the projects on all levels; achieving code compliance for the completed project; maintain project schedule and budget; expedite reviews and inspections by code authorities; preserve user functionality, maintenance serviceability and general aesthetics; compliance with university standards; and others. Provides leadership in the fire protection field to the project team which should be accomplished by developing strong working relationships with design consultants, contractors, code authorities, fire department personnel, departmental and other university staff.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Human Resources Assistant, Office of Research	3	009016	070966

Position Responsibilities:

Serves as the first point of contact to all customers of Human Resources, Office of Research, including faculty and staff reporting to the senior management area of the Office of the Vice President for Research (OVPR), other university faculty and staff, and current and prospective special research faculty. Provides guidance and direction on procedural matters for searches, appointments, reappointments, promotions, evaluations, terminations, training and all other services provided by the Office of Human Resources. Provides administrative support to the Director, Human Resources. Responsible for administrative office duties such as greeting visitors, answering phones, opening and distributing mail, maintaining correspondence, electronic files and databases and scheduling meetings. Enters personnel transactions into Banner, enters and facilitates job postings for OVPR and its departments in PeopleAdmin and serves as departmental Leave Representative. Serves as back-up to HR Coordinator for various HR functions during absences and in periods of high volume.

Budget/Fiscal Analyst	4	008040	070930
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Position Responsibilities:

Assists in the development, monitoring and reporting of the budgets for the University's internal self-supporting units and various auxiliary enterprises, external operating plan and appropriations, and long-range financial plans. Participates in broader budget office responsibilities and ad-hoc projects.

Administrative Assistant, Institute for Critical Technology & Applied Science (ICTAS)	3	008983	070953
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Position Responsibilities:

Serves as the administrative assistant for the Nanoscale Characterization and Fabrication Lab (NCFL). Duties include fiscal responsibilities for ICTAS and the NCFL service center to include monthly billing of charges, ordering of supplies, posting transactions, arranging travel and preparing travel reimbursements. Additional administrative duties include issuing keys, accepting deliveries, coordinating and preparing various documents and reports, assisting with special events for the NCFL, and coordinating equipment and building-related activities. This position reports to the Associate Director for Administration for ICTAS.

Accountant	4	004047	070987
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Position Responsibilities:

Under direction of the department head, plans, oversees and directs financial affairs of the department. Forecasts, plans and manages department, sponsored research, and foundation budgets and accounts; makes recommendations to the department head on a wide range of topics including resource allocation; prepares reports, cost-sharing and other budgets as requested on proposals; prepares financial reports on a monthly basis. Monitor and reconcile all departmental accounts, all payroll transactions, and department Mastercard account.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Nucleic Acid Laboratory Technician	4	007946	070993

Position Responsibilities:

The Nucleic Acid Laboratory Technician will report to the Genomics Associate in Core Laboratory Facility (CLF) in Virginia Bioinformatics Institute (VBI). The primary objectives of this position will be to lead and oversee expanded technologies relating to nucleic acids including, but not limited to, DNA sequencing, Fragment analysis, quantitative PCR, high throughput nucleic acid preps and custom microarrays. This will include responsibility of all data analysis and quality control of related technologies. As a production facility, the successful candidate will be required to engage in extensive interaction with clients and other personnel working on other services offered in the CLF by providing a high level of customer service. To provide a seamless transition and smooth laboratory operations at all time, to include times of high volume and absences, this position will be cross-trained in various disciplines and types of equipment in the CLF.

Buyer Specialist	4	002430	071008
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Position Responsibilities:

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

Post Award Administrator, Office of Sponsored Programs	4	New	071018
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Position Responsibilities:

Advises and assists faculty and staff in award administration and ensuring compliance with university and sponsor policies, procedures, and requirements. Is responsible for award management, invoice preparation, and account closeout. Works closely with the post award associate directors and senior post award administrators in post award coordination and operations and assists with team member training.

Pre Award Administrator, Office of Sponsored Programs	4	New	071017
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Position Responsibilities:

Advises and assists faculty in the preparation of applications for funding and ensures compliance with university and sponsor policies, procedures and requirements. Conducts contractual negotiations and is responsible for timely award execution. Works closely with the pre-award associate directors in the pre-award coordination and operations of the office.

Facilities Maintenance Assistant	3	002629	071016
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Position Responsibilities:

Provide general maintenance and facilities support for the College of Veterinary Medicine.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Administrative and Financial Services Associate	4	006479	071004

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.

Application Developer	5	002124	070983
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Position Responsibilities:

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

4-H Program Assistant - Culpeper	3	006652	071010
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Position Responsibilities:

Assist in administering and promoting a comprehensive 4-H youth development program. Assist in recruiting, training, and managing volunteers and youth participating in the 4-H program.

SCNEP Adult/Youth Program Assistant , Newport News (Foodbank of Virginia Peninsula)	2	009026	071003
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Position Responsibilities:

Enroll homemakers of food stamp households and other targeted adults in the service area covered by the Foodbank of the Virginia Peninsula into a comprehensive nutrition education program to teach them the fundamentals of wellness and disease prevention, meal planning, preparation of low cost balanced meals, management of food resources and food buying. Also, pregnant teens, women, and parents/caretakers of young children will be taught healthy food choices and practices during pregnancy, breast-feeding, infancy and childhood. The emphasis is place on providing information, guidance, and encouragement to adopt healthy eating habits and to more wisely use their food resources.

Work with volunteers to enroll groups of targeted youth (ages 3 to 19 years old) in 4-H SCNEP; conduct education activities to improve skills and behaviors related to healthy eating patterns, adequate physical activity, positive self-esteem, and personal development.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Network Operations Technician	4	006710	071020

Position Responsibilities:

Provides consulting to faculty, staff, students, and other university affiliates on all centrally supported telephone and network services at Virginia Tech; provides polite, professional, courteous customer service every day, every time to end users, service providers, and equipment vendors; monitors the status of computer systems and telecommunications networks using fault management and performance management systems; provides fault notification and dispatch; and expresses need for, or participates in developing, tools and documentation to aid the consulting effort; and document and share knowledge.

Project Leader, Finance	7	001645	071038
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Position Responsibilities:

Provides leadership to Finance team. Works with key functional personnel from the financial organizational units to effectively plan the team's work. The majority of work is centered around Sungard Higher Education's Banner system, but does involve other financial applications. Supervises the Finance technical team, sets team priorities, manages workflow and assignments and acts as liaison to other project teams and university departments.

Human Resources Assistant	3	008440	071062
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Position Responsibilities:

Provides programmatic and administrative support to the employment and recruitment area such as assisting with recruitment listings, recruit folder maintenance, preliminary application review, providing assistance to applicants over the phone and in person, and conduct criminal conviction and driver's checks.

Data Integrity Coordinator	3	007807	071037
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Position Responsibilities:

Act as the primary individual responsible for the review and maintenance of non-person records in the Banner Advancement module. Ensure availability of accurate and complete information on corporate and foundation records to support the various efforts by University Development personnel and others within the university, as appropriate. Monitor procedures for handling corporate and foundation records to ensure compliance with general data entry standards issued by the university and implement best practice processes as necessary. Provide guidance for student workers on data entry and clean-up processes for corporate and foundation records. Also, assist with data integrity tasks for person records, as needed.

Identify duplicate corporate records and work with the appropriate Development and University personnel to ensure timely cleanup of these records.

Periodically review Banner data to ensure that the correct data are being recorded in the system and procedures are being followed by the data entry users.

Interface with multiple units within and outside University Development on issues relative to maintaining accurate, complete and accessible information. Interface

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Systems Analyst	6	007990	071039

Position Responsibilities:

The Systems Analyst will provide systems analysis, design and project management for the development and delivery of a variety of technical systems in Alumni Development. Meets with clients to analyze system requirements, develops technical specifications and creates or modifies application software as required. As project manager, supervises and coordinates with other technical staff on assigned projects.

Technical Project Coordination:

As member of project planning and management team, prepare a charter, objectives, identify sponsors, develop performance measures, and prepare a scoping document as an understanding of the work to be accomplished and the expectations for assigned AD projects.

Systems Analysis:

Define system and user requirements by accurately defining, analyzing and planning for a system to be used by multi-departments.

Write and test complex application programs. Accurately and efficiently write, and/or modify, complex application programs within established guidelines as well as the specified deadline.

Client and customer support/consultation:

Provide consultation to sponsor and users on the functional use of the administrative application and processes

Grounds Worker- Moving & Hauling	1	008527	070986
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Position Responsibilities:

Operates various types of moving and hauling equipment such as large trucks, forklifts and hand operated equipment; maintains related records and performs basic maintenance and inventory of equipment. Removes ice and snow from steps and sidewalks.

Information Technology Specialist II	5	002735	070857
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Position Responsibilities:

Provide programming support to IRM systems that ensure the Virginia Tech user community has the access needed to perform their daily duties (this includes faculty, staff, students, and visitors). Assist in the analysis, design, and implementation of new access control systems, and ensure the availability and integrity of University systems. Perform analysis, design and implementation of authentication systems with security protocols and/or standards to ensure availability and integrity of University systems. Work closely with other Information Technology units to ensure appropriate access and security procedures are incorporated to protect sensitive data. Provide necessary support to other functions within IRM.

Food Service Salary Pool	1		071045
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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	071048

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.

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.

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

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

Security Guard	1	020470	070696
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Position Responsibilities:

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

Early Morning or Late Night Wage Pool	1		070756
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Position Responsibilities:

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

Animal Care Technician	1	022675	070750
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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.

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

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>
CSS/Surgery Technician	2	022190	070855

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. Maintain surgical instruments and equipment by washing, sorting, packing and sterilizing. Assists in other areas as directed by supervisor.

Office Assistant - WEM	2	023849	070975
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Position Responsibilities:

Provides clerical and administrative support for Westend Market. Duties include answering phones, message delivery, scheduling meetings, ordering supplies, processing mail, issuing uniforms, copying, typing, and filing. Organizes time cards and enters wage and student wage data into Banner. Prepares daily deposits and cash log. Maintains bulletin boards and pleasant office appearance. Receives visitors and employees in a courteous manner and ensures customer satisfaction.

Office Assistant-Part Time	2	023825	070968
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Position Responsibilities:

Provides assistance to the executive secretary and financial analyst in daily office procedures. Duties include answering the phone, sorting mail, copying, filing, data entry, collection and compilation of various reports, updating CSES events to CALS/University calendar, composing correspondence via E-mail and hard copy. Special projects as assigned.

Fiscal Assistant	2	024174	070992
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Position Responsibilities:

The Fiscal Assistant will join the financial group to support the business operations of Virginia Bioinformatics Institute (VBI) reporting to the Financial Services Lead. The primary responsibilities will be to process receiving requisitions and other financial transactions, to maintain accurate fund balances for VBI service center and perform other service center administrative duties as assigned, and to serve as back up to the supervisor in reconciliation processes. These processes require usage of the university's Banner Finance System and HokieMart data management systems. Will be expected to provide good file management of financial activities in accordance with departmental, university and state guidelines, and provide strong customer service to internal VBI and university and external clients. This position will require a Criminal Background Check of the successful candidate hired prior to beginning the appointment.

Field & Laboratory Aide-Eastern Shore AREC, Painter, VA	1	020719	070936
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Position Responsibilities:

Assists faculty at the Eastern Shore AREC with maintenance of agricultural crops for use in laboratory and field experiments. Assists with spraying and data collection.

Maintenance Worker	2	020219	071033
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Position Responsibilities:

Perform general maintenance duties in the residence halls. These duties will include work in the areas of basic electricity, general plumbing and minor carpentry. May be called on to assist with major repairs.

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>
Ag Tech A	1	024177	070951

Position Responsibilities:

Supports field research efforts by assisting in establishing, maintaining and sampling in field research plots; assisting with insect pest species and associated crop damage symptoms, and recording of field data; supports laboratory research efforts and collection of insects and will maintain insect colonies.

Licensed Practical Nurse	3	020952	071019
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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.

Communications Assistant	3	W023546	071060
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Position Responsibilities:

Provides marketing support to the Public Relations and Information Technology department including updating web sites, editing and proof reading publications, gathering research and information, writing news releases and promotional text, and assisting with marketing program administration. Administrative duties include message delivery, scheduling meetings, ordering supplies, copying, file maintenance, typing, and processing administrative documents and reports. Receives visitors and employees in a courteous manner and ensures customer satisfaction.

Accounting Specialist	3	023705	071043
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Position Responsibilities:

Provides administrative and accounting support to the Athletic Department Business Office. Prepares and assists with the preparation of various financial reports and documents. Performs various reconciliations/audits of department records. Reviews payment vouchers for compliance, receives payments and processes receipts. Provides other support duties such as records management, filing, copying, typing, and answering phones.

Food Service Wage Pool	1		071044
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Position Responsibilities:

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

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.