



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>
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
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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.

Small Animal ICU Technician	4	000829	070439
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Position Responsibilities:

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

Fiscal Technician	3	008098	070460
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Position Responsibilities:

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

Budget Systems Developer	5	006990	070466
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Position Responsibilities:

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

Employee Category: Staff (Salary)

Working Title	Pay Band	Position Number	Posting Number
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
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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.

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.

Dual Career Assistance Program Coordinator	4	008606	070661
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Position Responsibilities:

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

Pilot Command	5	008971	070533
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Position Responsibilities:

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

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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	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
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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.

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.

Veterinary Nurse - Evening shift; Equine Medical Center, Leesburg, VA	3	008143	070626
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Position Responsibilities:

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

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Veterinary Nurse Supervisor- Night shift; Equine Medical Center, Leesburg, VA	3	008418	070645

Position Responsibilities:

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

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

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

Business Manager	4	000116	070641
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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.

Electronic Technician Supervisor- Virginia Tech Transportation Institute	4	008981	070698
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Position Responsibilities:

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

Employee Category: Staff (Salary)

Working Title	Pay Band	Position Number	Posting Number
Chef de Cuisine (WEM)	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
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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.

1st Cook (D2)	2	000708	070784
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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.

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

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

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.

Assistant Manager (WEM)	3	000242	070840
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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.

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>
Agricultural Specialist-Blackstone, VA	3	003064	070826

Position Responsibilities:

Generate, collect, analyze, and transfer research data; manage and supervise these efforts plus daily field, greenhouse, and laboratory research activities and Center operations. Interact with project leaders and the farm manager to initiate experiments, establish research protocols, and integrate research projects into the total research program of the Center.

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.

Accountant Senior	4	002172	070834
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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.

Administrative Assistant-Hampton Roads AREC	3	008779	070842
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Position Responsibilities:

Provides financial, personnel, and administrative support services that enhance operating efficiency of all AREC programs. Performs multiple functions such as budgets, contracts, operating procedures, personnel, information systems, accounting, grants management, procurement, and facilities management.

Administrative Staff Assistant	4	002016	070847
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Position Responsibilities:

Provides executive administrative assistance to the VP for development in a wide variety of business activities and services, in collaboration with the Executive Assistant to the VP for Development and University Relations. Manages the VP's contacts and interactions effectively and diplomatically. Manages all incoming and outgoing materials and phone calls for the VP. Prepares reports, briefing documents, meeting materials, or presentations. Assists the VP in the projects related to the total operations and budget plans. Coordinates confidential or highly sensitive projects. Acts as the first contact person during the VP's absence. Extensive interaction with university senior management and external clients. Works independently to carry out the daily function of the office of the VP. Reports to the Executive Assistant to the VP.

Employee Category: Staff (Salary)

Working Title	Pay Band	Position Number	Posting Number
Administrative Assistant	3	007666	070849

Position Responsibilities:

Provide executive level administrative support for the William E. Lavery Professor of Human Development and for a center on the impact of technology on families and communities. Prepare correspondence, gather information and prepare reports. Schedule appointments, prepare travel and meeting arrangements, create and manage accounts for the center, prepare vouchers and necessary paperwork in support of center activities. Coordinate all aspects of conferences, guest speakers, and other center special events, including the website for the center. Support the Director in building local and national visibility for the Center and its activities.

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.

Administrative Assistant, Virginia Cooperative Extension	3	008334	070875
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Position Responsibilities:

Work as a team member with the Associate Director of Community Viability and the Associate Director of Field Operations by orchestrating administrative, financial, and personnel/payroll functions necessary to the development, implementation, and evaluation of Extension and college programming efforts.

Executive Assistant	3	008044	070866
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Position Responsibilities:

Provide administrative assistance to the Campaign Director and Assistant/Associate Campaign Director in support of an extensive combination of fundraising and comprehensive campaign responsibilities. Duties will include: coordinate and schedule meetings, manage calendars and travel arrangements, assist in preparation of reports and correspondence, edit and proof all written materials for accurate and professional presentation, ensure smooth work flow, and facilitate interaction within and outside the university in support of major fundraising efforts for Virginia Tech. Responds as the first contact person to university senior management and external clients during the absence of the Campaign Director and Assistant/Associate Campaign Director.

Administrative Assistant	3	000016	070868
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Position Responsibilities:

Provide administrative support to the University Registrar. Serve as staff support to the Commission on Undergraduate Studies and Policies and the Committee on Undergraduate Curricula. Maintain all records associated with governance, including minutes, reports and documentation of the Commission on Undergraduate Studies and Policies and the Commission's subcommittees. Monitor graduate and undergraduate course and program approvals and changes; and enter information into the database as appropriate. Receive and process room request for various student organizations, making spot assignments. Prepare enrollment reports for the Board of Visitors and the Transfer Report for the Virginia Community College System.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Administrative Assistant	3	008557	070860

Position Responsibilities:

Serves as administrative assistant to the Department Head in the Bradley Department of Electrical and Computer Engineering. Functions as a high level of independence within established policies and procedures of the university and department. Manages Department Head's calendar. Coordinates Department Head's travel. Maintains department listservs. Maintains department lists for mailing of newsletters and brochures. Coordinates all aspects of the Fall ECE Advisory Board meetings that involves year-round planning. Arranges lodging, meeting space, meals, and entertainment for board members. Makes all arrangements for the annual Bradley Banquet.

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.

Degree Audit Encoder/Graduation Analyst	3	001720	070879
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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.

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
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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.

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.

Food Service Wage Pool	1	070633	
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Position Responsibilities:

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

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.

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.

Large Animal Husbandry Technician	1	022155	070745
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Position Responsibilities:

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

Animal Care Technician	1	022563	070740
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Position Responsibilities:

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

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.

Contract & Database Coordinator	3	023958	070780
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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
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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.

Maintenance Worker	2	020219	070865
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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.

Office Services Specialist	2	023048	070854
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Position Responsibilities:

Provide secretarial and administrative support primarily to the Alumni Chapter and Constituencies programs. Maintain database files for chapters; prepare correspondence on behalf of the Associate Vice President and Chapter team; record minutes of Chapter Team meetings; assist with chapter identification; assist with reunion and other constituency event planning. This position could provide support to several areas in Alumni Relations as needed.

Assistant Conference Manager	3	024170	070870
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Position Responsibilities:

Provides leadership and supervision to summer staff. Works with other service provider departments to ensure smooth event operations including Student Programs Facilities Management, Dining Services, Parking Services, Hokie Passport and other service support organizations with which Conference & Guest Services partners. Works with Conferences Manager to ensure that staff are performing tasks and billing is prepared in an accurate and timely manner.

Event Planning Office Assistant	2	023373	070768
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Position Responsibilities:

Supports the space and venue reservation functions of the UUSA Event Planning Office by serving as the receptionist and first-line customer service representative. This includes, but is not limited to, receiving clients, scheduling venues and operations equipment, and providing general administrative support to all Event Planning Office staff. Participate in cross-functional work teams and planning groups. Attend office, department and division meetings as required. Serve on and actively contribute to at least one UUSA committee.

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>
Chapel Office Services Assistant	2	020856	070730

Position Responsibilities:

Serves as office assistant and custodian for the War Memorial Chapel. Maintains a clean and aesthetically pleasing environment in the Chapel, accommodating various groups, services, and weddings, and scheduling requested events using Event Business Management Software (EBMS). The Chapel Assistant helps conduct Chapel tours and assists visitors, parents and students daily. This person also types correspondence to clients, helps to maintain confidential contracts and files, and reports to the Chapel Manager any issues concerning building maintenance, safety, and security. The Chapel Assistant performs all duties necessary to keep the Chapel fully functioning in the absence of the Chapel Manager.

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.