



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>
Small Animal Medicine Ward Technician	3	008728	070068

Position Responsibilities:

Provides technical support to clinical faculty and senior veterinary students in the medical and surgical sections of the Veterinary Teaching Hospital, including wards and treatment room management, administering treatments and medications ordered by clinical faculty, and animal care administration/management. Special nursing care procedures may include special diagnostic procedures, infection control/isolation management, supports OR procedures, and Central Sterile Supply support. If licensed may be assigned to provide short-term support to Anesthesiology following training in this area. Trained licensed or unlicensed veterinary technicians may be assigned to provide short-term support to the Intensive Care Unit. Assist in other areas directed by supervisor. Provides after hours on-call support as assigned.

Research Specialist - Small grain/Soybean-Warsaw, VA	4	008919	070041
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Position Responsibilities:

Support the small grain and soybean breeding programs' research activities including, but not limited to, field preparation, seed packaging, planting, nursery management, harvest, data collection, entry and analyses. Produce genetically pure stocks of breeder seed via designated purification methods. Obtain descriptive data of specific plant and seed characteristics for use in seed certification and application for plant variety protection.

Senior Housekeeper	1	008897	070107
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Position Responsibilities:

Provide sole housekeeping and laundry services at The Grove (President's Home). Maintain inventories and checklists associated with events at The Grove. Responsible for setting tables and/or buffet service for events. Assist and interact with guests at the Grove in a courteous and helpful manner. May help with food preparation and/or serve as wait staff when needed. Based on the schedule of events at The Grove, overtime is often necessary.

Veterinary Nurse-Equine Medical Center, Leesburg, VA	3	008145	070118
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Position Responsibilities:

Provides care for equine patients through administration of medications treatments, specimen collection, monitoring vital signs, record keeping and assisting in the preparation and performance of special procedures. Responsible for all treatments, restraint and manipulation of horses for routine and special procedures including surgery, ultrasound, radiology and necropsy, assisting other Vet Techs with surgery preparation, outpatient care, setting up and assisting in emergency situations.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Assistant to Chief Engineer-WVTF Public Radio	5	008204	070145

Position Responsibilities:

Assistant to the Chief Engineer in all technical operations and to be ready, willing, and capable of assuming all duties of the chief Engineer in his/her absence. Will be in charge of the WVTF Studio Operation including digital consoles, digital audio storage and delivery, business and broadcast computer networks, servers, operating systems, and similar systems. Will also assist with the maintenance and repair of all transmitter and repeater sites, remote broadcast equipment including digital broadcast consoles, high power broadcast transmitters, tape and digital audio recorders, satellite systems, microwave systems, telephone systems, and other general technical systems at the radio station studios and remote sites. Will consult with and provide training to the radio station's personnel about the station's technical operation. Monitor daily operations to insure legal compliance with the rules and regulations of the Federal Communications Commission.

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

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

Systems Engineer	5	008921	070273
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Position Responsibilities:

To provide accurate and timely system administration and application support to assure the reliability, availability, functionality and security of Network Storage and Backup infrastructure. Responsibilities include developing or enhancing software tools or scripts to assist in systems administration, performance monitoring and capacity planning. Lead efforts to isolate and determine causes of system problems that may be complex in nature. Provide technical consulting to IT staff and university community and assist in solving extraordinary user problems.

Lab Animal Veterinary Services Coordinator	4		070286
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Position Responsibilities:

Responsible for monitoring the health and well-being of research and teaching animals owned by the College and University. Performs daily health rounds, including review of room health monitoring of rodents. Implements veterinary technical services for preventative health care programs, including the sentinel mouse program and incoming dog and cat preventative health programs; provides clinical care, performs surgeries, bleeds, injections and monitors and maintains databases and medical record keeping on animal use; provides scientific technical support services for investigators; manages incoming data on daily animal health reports, treatment plans and problem resolutions from different units at the College; tracks animal use and re-use in teaching and research animals and schedules routine veterinary care as indicated.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Office Manager	3	007216	070312

Position Responsibilities:

Serves as the first point of contact for all students, faculty and staff needing assistance from the Associate Dean for Academic Affairs. Handles day-to-day office operations. Prepares academic appeals and processes appeal results. Directs all inquiries from the Associate Dean's office to the appropriate sources of information and serves as the administrative assistant to the Associate Dean. Provides assistance to the Coordinator for Student Support Services and the Enrollment Services Specialist.

Food Service Salary Pool	1		070331
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Position Responsibilities:

This applicant pool is established to fill salary Food Service positions. These positions provide food service to customers of the university dining centers with a high level of customer satisfaction. Ensures a clean, safe and sanitary environment for employees and customers. Shifts vary by position and dining center location and may include early morning, day, evening, night, and weekend hours; and may include some overtime and call-in work. Positions in the following areas are frequently available: Food Service Assistant, Utilities Assistant, Line Cook, Lead Cook, Pastry Culinarian, Senior Pastry Culinarian, Cashier, and pre-prep assistant. Work area assignment may be changed as necessary.

Housekeeping Salary Pool	1	P04000	070332
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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.

Business Manager	4	008358	070373
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Position Responsibilities:

Serve as Business Manager for the financial operations, program development, outreach, and personnel administration of the Virginia Tech Advanced Research Institute (VT-ARI) of the College of Engineering. Responsible for fiscal oversight and accounting on all VT-ARI financial matters and accounts, and provide support to new program development at the Institute.

Lab Specialist	3	008940	070389
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Position Responsibilities:

Conducts research on the biochemistry and cell biology of actin-based cellular motility using the tools of biochemistry, microscopy, and molecular biology. Supervises the maintenance and upkeep of a safe laboratory environment. Maintains the laboratory supplies inventory. Maintains records of research, laboratory stocks and inventory, purchasing and personnel. Participates in the training of graduate and undergraduate researchers.

Employee Category: Staff (Salary)

Working Title	Pay Band	Position Number	Posting Number
Laboratory Specialist	3	008939	070351

Position Responsibilities:

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

Information Tech Spec II	5	007831	070344
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Position Responsibilities:

Provide computer system administration for Wireless @ Virginia Tech, one of the largest wireless communications research centers in the country which currently includes 9 wireless technology research groups at Virginia Tech.

- Provide technical assistance on all levels and be thoroughly familiar with Windows XP, Windows 2000 and 2003 network, and administering a Windows Active Directory Domain.
- Host network resources such as web servers, file transfers servers, licensing servers, remote access servers, backup servers and Linux based servers and firewalls, system software, and relational databases.
- Test and implement system and software updates to maintain highest level of system availability, functionality and security, ensuring that implementation and updates do not compromise systems or services.
- Implement and maintain security and recovery mechanisms, including weekly file and web server backups.
- Provide strict inventory control over hardware and software, to include software licenses.
- Troubleshoot and repair desktop PCs and varying computer peripherals. Lead ongoing development of wireless web site and manage secure access page for the Center's affiliate mem

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

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

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

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

Windows System Administrator	4	008578	070411
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Position Responsibilities:

Oversees the computing needs for the Materials Science and Engineering Department and the Mining and Minerals Engineering Department. Manages Windows XP and 2003 domains, HTML-based websites, Exchange/Outlook mail systems, and faculty/staff/student accounts for both departments. Provides desktop support including software and hardware installation; troubleshooting and repair; system backups; and security maintenance. Oversees systems in the undergraduate student computer laboratories.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Manager of Information Systems	5	007365	070418

Position Responsibilities:

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

Veterinary Nurse Assistant/EMC, Leesburg, VA	2	008147	070448
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Position Responsibilities:

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

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.

Trades/Util Master Mech	4	006995	070465
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Position Responsibilities:

Performs repairs to equipment, and facilities in the residence halls in accordance with established procedures in order to maintain a safe and clean facility that is in good repair. Serves as departmental lead maintenance staff in area of Electrical, HVAC and Plumbing. Assist Manager with planning/implementing preventive maintenance program for buildings, equipment, and includes pumps. Assist Manager with supervision of Projects or Special task. Performs work of master difficulty with responsibility for independently installing, repairing and maintaining Electrical systems, HVAC systems, Plumbing systems and heating systems including hot water and steam heating systems. General carpentry skills needed. Responds to after hours service calls when scheduled. Some overtime may be required. Security Sensitive position requiring a criminal history background check. Essential Personnel position requiring employees to report to work during emergency situations and closings.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
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Web Developer/Web Communications	5	000667	070453
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Position Responsibilities:

Will conceive, develop, and produce web layouts and templates, graphic identity elements, and interactive features for Virginia Tech's Web presence; ensure compliance with university guidelines for Web design, content, and functionality; and help improve production efficiencies by working closely with web developers across the university community in the development of vt.edu.

Reporter/News Producer-WVTF-Roanoke, VA	4	007689	070457
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Position Responsibilities:

Serves as local news reporter providing content for various programs/sources. Produces the highest quality content for airing on WVTF and Radio IQ as well as on-line/new-media with attention to accuracy, balance, context, timeliness, and high journalism and production standards while maintaining the NPR-style which is at the core of public radio programming. Fills in as anchor or host if/when needed.

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.

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.

Lab Specialist	3	000799	070493
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Position Responsibilities:

Set up and break down laboratory experiments for General Microbiology classes; assist in the same activity for Advanced Microbiology classes; prepare media, solutions and reagents used in teaching laboratories; assist Laboratory Supervisor in culture preparation and equipment maintenance; provide direction to graduate and undergraduate students using teaching laboratory facilities; and provide assistance to professors or instructors teaching laboratory courses.

System Administrator - Office of the Vice President for Research	5	007230	070529
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Position Responsibilities:

Support department staff with technical assistance on all levels. Perform administration of servers, desktops, system software, relational databases and implement and maintain security and recovery mechanisms. Test and implement system and software updates to maintain the highest level of system availability, functionality and security. Provide system and security analysis as needed to research centers and other units. Routinely test disaster recovery plans and provide feedback to the IT manager.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Employee Relations Specialist	4	001073	070530

Position Responsibilities:

Receives and responds to employee questions and concerns by interpreting policy and procedures and making referrals as appropriate. Recommends strategies to employees for resolving issues related to work. Provides and coordinates the delivery of programs and services to employees and managers in the functional areas of employee relations and performance management. Helps establish and manage programs and initiatives that provide proactive support and interventions to promote effective leadership and enhance the workplace climate.

Office Supervisor	3	008101	070539
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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.

Material Expeditor	3	008957	070484
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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.

Buyer Specialist	4	002430	070571
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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.

Application Developer	5	002124	070556
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Position Responsibilities:

Serves as developer for Learning Technologies programming projects and systems within User Experience Group. 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 User Experience Group (QA, usability, support) to meet project goals with an emphasis on usability and end user satisfaction. Works directly with usability team and end users (faculty, staff, students) to determine needs for application development and documents these needs in Software Requirements Specification (SRS). Works with usability team 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.

Employee Category: Staff (Salary)

Working Title	Pay Band	Position Number	Posting Number
Programmer/Analyst	5	008925	070546

Position Responsibilities:

The Office of Business and Management Systems, within the Office of the Executive Vice President and Chief Operating Officer, is seeking a programmer analyst that will participate in determining and implementing information technology solutions for the office. The main responsibility for this position will be to ensure a secure environment for servers, desktop systems, and applications within the President's Office and the Office of the Executive Vice President and Chief Operating Officer. The position requires knowledge in object oriented programming, relational database design, security issues of the various technologies and infrastructure needed to implement them. Also, the position will be responsible for determining the needs of end users and, in consultation with the Director of Business and Management Systems, determining a solution and timeline for implementing the solution.

Senior Information Technology Auditor	5	002146	070567
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Position Responsibilities:

Directs, coordinates and performs evaluations of university departments' information systems to ensure that the data security risks of the university are adequately controlled. Provides technical support and expertise to the audit staff in the use of computer assisted audit techniques through query development and training of other audit staff. Administers the department computer network and systems. Maintains the department web page and provides support for the databases of audit workpapers, training records, and time records.

Pharmacy Assistant	2	002617	070553
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Position Responsibilities:

Assists in the daily operation of the hospital pharmacy by preparing, filling, delivering, and charging medications ordered by clinicians. Performs various technical and clerical duties to ensure accurate professional and lawful execution of standards established by the State Board of Pharmacy for clinical and hospital operations.

Administrative Assistant, Virginia Cooperative Extension	3	008334	070583
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Position Responsibilities:

To 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.

Application Administrator	5	008895	070577
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Position Responsibilities:

Install, maintain, diagnose and resolve problems with complex software in a Linux/UNIX environment. Monitor and tune environment to ensure the integrity of a stable and reliable 24 X 7 production environment. Provide database, web administration and enterprise systems support. Monitor database and web server software. Provide application administration and maintenance as needed, coordinating activities with appropriate groups. Develop software for monitoring, and troubleshooting enterprise software.

Employee Category: Staff (Salary)

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

Operating Room Specialist - EMC, Leesburg, VA	3	008146	070566
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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. Responsible for providing surgical supplies to the rest of the Equine Medical Center. Requires emergency on-call duty evenings and weekends on a scheduled rotation basis. Ensure proper cleaning and maintenance of surgical instruments and surgical suite after each surgery. Assist in recovery as needed and maintain accurate records of charge slips for materials and supplies.

Post Award Administrator - Office of Sponsored Programs	4	003372	070565
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Position Responsibilities:

Assists in the team member selection process and facilitates team member training. 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 director and associate director in the management and operations of the office.

Assistant/Associate Director of Development Research	4	001557	070562
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Position Responsibilities:

Identify and research prospective major gift donors to the university. Using a variety of resources, collect, analyze and report information to determine financial capacity, philanthropic interests and relationship to Virginia Tech. Assist in maintenance of prospect management information system and support of capital campaign.

Employee Category: Staff (Salary)

Working Title	Pay Band	Position Number	Posting Number
Operating Room Specialist - Equine Medical Center, Leesburg, VA	3	008148	070458

Position Responsibilities:

Provides technical support and necessary supplies to the operating room as part of a team providing 24 hr. emergency coverage. Responsible for providing surgical supplies to the rest of the Equine Medical Center as needed. Requires emergency on-call duty evenings and weekends on a scheduled rotation basis. Preparation of surgical rooms following established hospital protocol, or direction of the surgeon. Maintains inventory control and notes new equipment needs. Assists with video equipment, i.e., VCR, mavicap, monitor and cameras. Assists in instruction of veterinary medicine students, vet tech interns, and other staff in the correct use of instruments and equipment.

Systems Programmer, Senior	6	007434	070532
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Position Responsibilities:

Assist in the evaluation and deployment of new technologies to be used in an environment consisting of open source (Linux), closed source (Mac OS, Mac OS X, MS Windows) and web related technologies. Primary support for the Active Directory systems hardware and software. Provide primary system administration for the backup/restore of production systems. Provide primary system administration for the Tripwire IDS of production systems. Provide primary system administration for the Synopsis event logging of production systems. Develop and maintain tools to support the security, stability and scalability of these systems.

Program Support Technician		001748	070541
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Position Responsibilities:

Provides departmental support by assisting students and parents, maintaining automated and manual student records for undergraduate programs, providing general information and guidance. Provides support to the Cooperative Extension Program educational components of Extension Specialists in Nutrition and Wellness. Assists teaching/research faculty, department head, and departmental secretary as needed.

Dairy Technician	3	003184	070544
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Position Responsibilities:

Milks cows using described protocol. Identifies animals treated with antibiotics and discards milk. Assures proper operation of milking and milk storage equipment. Observes cows for signs of estrus, disease, or injury. Observes cows in the maternity lots for calving, assists with birthing, milk the cows, feeds the new calves colostrum, etc. Cleans and sanitizes milking and milk storage equipment in compliance with state and federal regulations. Transports cows between housing and milking facilities efficiently and in accordance with existing herd management teaching and/or research protocols. Performs research treatments, collects data, collects milk samples during harvest. Follows teaching protocol for classes involved. Teaches, trains and supervises students in the proper protocols for milk harvest, general cow health, handling of cows, operation of equipment, movement of cows, collection of data and samples following teaching protocols.

Security Guard	2	007723	070587
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Position Responsibilities:

Provides security for University buildings by locking and unlocking them at prescribed times and reporting security deficiencies and unauthorized activity. This is a non-sworn position that assists the Police Officers in the prevention and detection of criminal activity and provides an orderly environment in support of the University mission.

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Facilities Assistant - Night Crew	1	008627	070598

Position Responsibilities:

Responds to emergency maintenance calls during the night shift and adequately accesses emergency situations, reference guidelines, take measures to minimize losses, and contact appropriate personnel if needed. Also responsible for maintaining established standards of cleanliness and sanitation including student lounges, lobbies, stairs, rest rooms, showers, and other interior space. Duties include floor maintenance, dusting, gathering and removal of trash, snow and ice removal from entranceways and sidewalks, collecting recycling, 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.

Animal Care Technician	3	008912	070523
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Position Responsibilities:

Daily cleaning, feeding, watering, and general husbandry of a variety of laboratory animals at the Teaching Researching Animal Care Support Service Facility. Primary responsibility is to provide technical support to the gnotobiotic pig project. Maintain clean animal rooms and facilities. Report on the general health status of animals. Provide technical support services for animals used in teaching, research, and continuing education programs of the College. Instruct graduate students in technical and manipulative skills relating to gnotobiotic pigs. Assist in project management and schedule and assist with all surgical procedures. Reports directly to the Animal Resource Manager but works in cooperation with the TRACSS area coordinator to complete tasks as assigned.

Export Control Program Administrative Specialist	4	New	070542
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Position Responsibilities:

The Export Control Program Administrative Specialist (ECPAS) will provide program operational, administrative, communication and database management support services to the Office of Export and Secure Research Compliance (ESRC). The person in this position will coordinate with the Export Compliance Manager and Director to develop, test, maintain and update procedures for ensuring compliance and tracking and monitoring exports in three existing and one emerging regulatory regimes (ITAR, EAR, OFAC, and Biosecurity). The ECPAS' duties will include independently advising faculty/staff/students on export related international travel and shipping restrictions, determining commodity classifications through contact with manufacturers and regulatory agencies, and screening personnel for nationality and restricted party access. The ECPAS will prepare export commodity jurisdiction, license, technical assistance and advisory opinion requests. The ECPAS will develop and independently manage all databases and file systems. In coordination with the Director and Compliance Manager, the ECPAS will develop and manage the University's export awareness website. This person will interface with individu

Virology Lab Manager - Fralin Biotechnology Center	3	008834	070551
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Position Responsibilities:

Supervision/laboratory administration of BSL3 facility. Responsibilities include training/managing graduate and/or undergraduate students, mosquito rearing, cell culture and molecular Biology.

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

Employee Category: Staff (Salary)

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Housekeeper - OR; Equine Medical Center, Leesburg, VA	1	008149	070496

Position Responsibilities:

Performs routine cleaning duties in surgical areas of the hospital. Duties will include but are not limited to: cleaning of floors, walls, drains, tables, pads and equipment contained in the surgery areas according to established protocols for disinfection and infection control. Assorted duties in surgery support areas to include, trash collection and disposal, biohazard collection and disposal, floor mopping, and cleaning of all surgery preparation areas as necessary.

Senior Contracts Administrator, Office of Sponsored Programs	5	8537	070601
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Position Responsibilities:

Advises, assists, and trains pre-award and post-award administrators in the preparation, negotiation, and interpretation of contractual agreements involving sponsored research (grants, cooperative agreements, contracts, subawards, teaming agreements, task order agreements, confidentiality agreements, memorandums of understanding, cooperative research and development agreements, and other agreements involving sponsored research). Negotiates the more complex legal, contractual, and compliance issues. Identifies, advises, and trains OSP personnel on problem areas involving new regulations and/or controversial contract requirements. Serves as liaison between the Office of Sponsored Programs pre and post award administrators and the Special Assistant for Research Contract Affairs on issues requiring legal interpretation or assistance. Primary responsibility for all material transfer agreements (MTAs) and confidentiality agreements (CDAs) for the university, including negotiation, processing, and maintenance of agreements. Develops systems for sharing information on negotiation positions and acceptable contractual terms and conditions. Develops and implements templates to assist in prepa

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

<i>Working Title</i>	<i>Pay Band</i>	<i>Position Number</i>	<i>Posting Number</i>
Nursing Assistant/Activity & Health Aide	2	022916	070038

Position Responsibilities:

Provides assistance to the adult day services participants including assistance with activities of daily living, recreational activities and other health and therapeutic related activities as prescribed in the plans of care. Responsible for working with the Activity Director in implementing therapeutic recreation activities.

Application Developer	5	024116	070114
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Position Responsibilities:

Serves as developer for Learning Technologies programming projects and systems. Will work on the SENRG project and Sakai tool programming. Primarily responsible for code writing including integration with frameworks and existing enterprise systems. Also responsible for some application development design and end user analysis. Works directly with supervisor and indirectly with faculty and helpdesk (OCS) to determine needs for application development. Implements application development solutions as identified by supervisor.

Facilities Assistant	3	022507	070092
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Position Responsibilities:

Schedules online with interactive database and sets up classroom training space and audiovisual equipment for University's academic classes at the Northern Virginia Center to include: computer labs, meeting rooms, distance-learning classes, and Center shared spaces. Requirements are working knowledge of audiovisual equipment, experience with distance-learning equipment a plus, computer proficiency in use of PC (i.e., internet, email), strong communication skills, and demonstrated ability to assume responsibility and to work independently with minimum supervision.

Food Service Wage Pool	1		070329
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Position Responsibilities:

This applicant pool is established to fill wage Food Service positions. These positions provide food service to customers of the university dining centers with a high level of customer satisfaction. Ensures a clean, safe and sanitary environment for employees and customers. These vacancies include temporary, full-time, and part-time work. Shifts vary by position and dining center location and may include early morning, day, evening, night, and weekend hours; and may include some overtime and call-in work. Positions in the following areas are frequently available: Food Service Assistant, Food Production Assistant, Line Cook, Pre-Prep Assistant, Pastry Culinarian, and Cashier making \$8.00 per hour; Lead Cook, Pastry Culinarian Senior, Food Service Assistant Senior making \$8.50 per hour. Work area assignment may be changed as necessary.

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.

Fiscal Assistant - Part-Time	2	022977	070452
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Position Responsibilities:

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

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

Position Responsibilities:

WVTF's Morning Edition producer will work with our morning news host/anchor to derive the maximum from public radio's most popular and most important program. Responsible for providing support in various areas: gathering of news and audio; editing of copy and sound; writing news and continuity; conducting interviews; producing stories; freshening up content; answering phones; assisting with the monitoring of multi-program streams originating from our Roanoke broadcast center; and other technical duties; preparing content for on-line posting; preparing and recording weather forecasts on our second service Radio IQ.

Programmer - Technical Support	5	024148	070514
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Position Responsibilities:

Provide application support to assure the reliability, availability, functionality and security of System Support administered servers and services. Responsibilities include developing or enhancing software tools or scripts to assist in systems administration, system monitoring, and e-mailbox administration.

Accounts Payable Specialist	3	022583	070501
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Position Responsibilities:

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

Aquatics and Instructional Program Coordinator	2		070485
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Position Responsibilities:

Provides administrative support to the Assistant Director of Instructional Programs in the Department of Recreational Sports. Assist with the hiring, training, supervision, and scheduling of aquatic and instructional employees. Coordinate the instruction of American Red Cross Health and Safety courses for the university community.

Animal Care Technician	1	022675	070552
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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.

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.

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>
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.

Web Editor	3 (\$10.06 - \$20.64)	023400	061289
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Position Responsibilities:

The National Capital Region Office of Virginia Tech seeks an individual to undertake website management with some experience in web authoring, content management systems (CMS), and design. The main emphasis of this position is content management with some elements of design, functionality and enhancement of the site required as the position matures.

The primary responsibilities of this position are to monitor, maintain and enhance the program's website, assisting the Public Relations & Marketing Manager in updating and adding new content and making web design changes as needed. Other responsibilities will include but are not limited to working with non-technical content providers; providing support by way of training for other staff in preparing content for the web through a CMS; providing quality assurance review of web pages; ensuring that current industry standards regarding usability practices are being followed; monitoring site and troubleshooting functionality or presentation problems as they arise.

This is a part-time position with a flexible schedule but successful candidate will be required to work in the office a minimum of 20 hours per week between the hours of 9

Assistant Teacher	2	024090	061321
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Position Responsibilities:

Provides support to the Child Development Center for Learning and Research (CDCLR). Works collaboratively with classroom teachers in planning and implementing curriculum. Documents children's learning experiences. Participates in CDCLR professional activities.