Virginia Tech

Employment Opportunity Bulletin

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Diversity Website: http://www.vt.edu/diversity/
Benefits Online: http://www.hr.vt.edu/benefits
Office of Equal Opportunity: http://www.oeo.vt.edu/

Virginia Tech has a strong commitment to the principles of diversity, inclusion, and to maintaining a work and learning environment that is free of all forms of discrimination. As a result this institution does not tolerate discrimination or harassment on the basis of age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation, or veteran status. Anyone having questions concerning discrimination should contact the Office of Equal Opportunity: (540) 231-7500.
Founded in 1872 as a land-grant college named Virginia Agricultural and Mechanical College, Virginia Tech is now a comprehensive, innovative research university with the largest full-time student population in Virginia, more than 100 campus buildings, a 2,600-acre main campus, and a 1,700-acre agriculture research farm. Through a combination of its three missions of instruction, research, and public service, Virginia Tech continually strives to accomplish the charge of its motto: Ut Prosim (That I May Serve).

Virginia Tech Core Values
- Freedom of Inquiry
- Mutual Respect
- Lifelong Learning
- A Commitment to Diverse and Inclusive Communities
- Ut Prosim (That I May Serve)
- Personal and Institutional Integrity
- A Culture of Continuous Improvement

Invent the Future™ with Virginia Tech
Virginia Tech has an outstanding record of growth and stability and offers a wide variety of exciting and challenging employment opportunities. We are an inclusive community with a vibrant arts scene, state of the art conference facilities, world class faculty, highly motivated students and staff, nationally competitive athletics, premier economic development programs, award-winning on-campus dining programs, and a nationally recognized public transit system. Employees enjoy a competitive benefits package and institutional policies that emphasize work/life balance. With a record of innovative research and academic excellence, Virginia Tech consistently ranks among the top national public universities.

The main campus is located in Blacksburg, a vigorous stimulating community nestled on a plateau between the Blue Ridge and Allegheny mountains. Because of the town’s award-winning services, reasonable cost of living, safety, moderate climate, and abundant leisure activities, Blacksburg is consistently ranked among the country’s best places to live and has a nationwide reputation as a well-managed, stable, and forward-looking community.

Please consider joining our community of diverse and talented employees as we Invent the Future™.
Employee Category: Administrative and Professional Faculty

Working Title

Associate Director of Patron Services, Center for the Arts

Posting Number

0121777

Department Review Date: 05-10-2012

Position Responsibilities:
The Associate Director of Patron Services reports to the Director of Marketing and Communications and oversees customer service for the Center for the Arts through management of ticketing and front of house operations. The Associate Director of Patron Services is responsible for ensuring the overall positive experience of patrons of the center through a high standard of customer service, effective communication, and forward thinking strategies to continually evaluate and improve related systems. Areas of responsibility include supervision of ticketing/box office and front of house operations; contributing to policy and procedure development and managing policy and procedure implementation; internal and external communications; and ticketing system database management, data analysis, and reporting.

Key Responsibilities:

Customer Service management:
- Demonstrate customer service oriented leadership; establish and maintain best practices standards for staff performance
- Contribute to the development of and implement ticketing and house management policies and procedures
- Oversee ticketing and front of house operations
- Supervise two operational managers, patron services volunteers, and student worker programs
- Resolve patron concerns and troubleshoot recurring issues
- Monitor the appearance of public areas to ensure order, cleanliness, and a consistently positive image
- Serve as manager on duty for front of house and ticketing as needed
- Contribute to Center for the Arts communications to ensure accuracy and clarity of patron services information

Ticketing System Database Management:
- Oversee ticketing database software operations, including building and maintaining events, running reports and queries, list building and patron-related troubleshooting
- Develop and maintain expert competency with ticketing software, implement product enhancements to best advantage of the center, and stay abreast of capabilities of competing systems
- Act as a liaison between the center and ticketing database vendor
- Monitor and manage ticket inventory and comp usage
- Ensure accuracy of ticket office daily deposits and reconciliations
- Create attendance, marketing, and revenue reports
- Project annual ticket sales and participate in pricing planning

Communication:
- Facilitate collaborative team atmosphere among ticketing, front of house, and production services units
- Promote effective patron services staff communication with other center staff, other university departments, external organizations, and patrons
- Establish and maintain positive and productive working relationships with the Marketing and Communications unit, other Center for the Arts staff, and other Virginia Tech departments; serve as Center for the Arts liaison with Parking Services and other key service providers
- Collaborate with other Marketing and Communications staff to estimate event attendance figures and to identify and fulfill publication and signage needs
- Contribute to Marketing and Communications unit strategy development and execute action plans

Apply Online: http://jobs.vt.edu
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<th>Employee Category:  Administrative and Professional Faculty</th>
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<tbody>
<tr>
<td>Working Title</td>
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<tr>
<td>Clinical Veterinarian</td>
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<td><strong>Department Review Date:</strong> 05-25-2012</td>
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<td><strong>Position Responsibilities:</strong></td>
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<td>The Office of the University Veterinarian at Virginia Polytechnic Institute and State University (VT) is seeking a Clinical Veterinarian with experience in laboratory animal medicine to join a diverse program encompassing scientific, biomedical and agricultural teaching and research programs. The position supports and collaborates with the Attending Veterinarian to plan, implement and direct the programmatic and operational activities of animal care and use at institutional facilities and assures proper husbandry and veterinary care of university-owned animals. The successful candidate will work collaboratively with the Attending Veterinarian, facility managers/supervisors, clinical specialists from the College of Veterinary Medicine (e.g., Production Management Medicine, Equine Field Service, pathology), and agricultural scientists to develop and manage a comprehensive program of veterinary care and husbandry compliant with Public Health Service and USDA regulations; provide clinical veterinary care for teaching and research animals, including rodents, aquatics, wildlife, and farm animals; advise and train investigators, technical staff and students; and perform other duties and responsibilities as assigned. The College of Veterinary Medicine is currently AAALAC accredited. This position will assist in maintaining AAALAC accreditation and achieving it elsewhere on campus.</td>
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| Enology Extension Specialist | 0121787|
|**Department Review Date:** 05-21-2012|
|**Position Responsibilities:**|
|This position is a 100% extension, full-time (12 month) non-tenure track appointment in the Food Science and Technology Department located in Blacksburg, VA and will report directly to the Department Head. Primary responsibilities of this position are to expand the educational resources available to Virginia grape and wine producers. They will also be able to support the technical growth and development of Virginia's wine industry, through the expansion of educational extension programs and applied enological research; to provide educational resources to existing and potential wine industry practitioners; and to provide an educational bridge between vineyard practices that directly impact wine quality potential, and the wine production practices that maximize that potential. This position is primarily a field resource, working directly with grape and wine producers throughout the state, but having a fixed base of operations either in the Food Science and Technology Department on campus, or at the Agricultural Research and Extension Center in Winchester.|

| AREC Small Fruit Production Specialist | 0121958|
|**Department Review Date:** 06-27-2012|
|**Position Responsibilities:**|
|This position is located off-campus at the Hampton Roads Agricultural Research and Extension Center (HRAREC), located in Virginia Beach, Virginia. Primary responsibilities of the position are to develop a productive extension/research program for critical issues in small fruit (strawberries, blueberries, brambles) with additional opportunities in other high value crops grown in small scale production systems. Potential research areas may include but are not limited to: production methods, integrated pest management, nutrient and water management, evaluation of new cultivars, evaluation of new cultural methods, and economics of production. Extension programs and research emphasis should be responsive to the needs of Virginia and the Coastal Plain region of eastern North Carolina. The candidate is expected to collaborate with faculty on- and off-campuses and with industry representatives. The successful candidate will work as a member of an interdisciplinary team that includes faculty and extension agents at Virginia Tech and North Carolina State University to address critical extension and research issues. The successful candidate must secure extramural funding; publish peer-reviewed publications, and develop and deliver effective educational programs to support county-based Extension agents and producers in both Virginia and North Carolina.|

*Apply Online: http://jobs.vt.edu*

*Monday, October 15, 2012*
**Employee Category:** Administrative and Professional Faculty

**Working Title**

**Posting Number**

**Director, Facilities Services Finance**

**Position Responsibilities:**
The Director of Facilities Services Finance is responsible for the management of personnel, business systems and financial operating procedures for analyzing the overall financial business planning and budget management of Facilities Services (VTFS). These functions are supported through the use of VTFS and university business enterprise systems based on data gathered through analysis; developing unit and sub-unit annual business plans to support the continuing evolving industry for VTFS in support of the Associate Vice President and Chief Facilities Officer and the overall mission for the Vice President for Administrative Services.

**Department Review Date:** 07-02-2012

**Assistant Director of Purchasing for Supplier Diversity**

**Position Responsibilities:**
Reporting to the Director of Materials Management, the Assistant Director for Supplier Diversity is responsible for a comprehensive program to improve the availability of small, woman-owned and minority-owned (SWAM) businesses to the university community. The Assistant Director will work closely with the Director as well as the professional buying staff of the university to identify potential SWAM supplier resources so that maximum opportunity for participation in the competitive procurement process will be achieved.

Responsibilities of the Assistant Director include representing the university at educational outreach events, meetings with state officials and other representatives of higher education, as well as serving as a dedicated resource for SWAM suppliers seeking to do business with the university and making appropriate referrals within the university so as to increase the base of diversity suppliers. The Assistant Director will prepare internal communications to highlight the availability of diversity suppliers and devise and internal programs that will enhance supplier diversity performance within the university.

**Department Review Date:** 07-18-2012

**Open Rank (Licensing Associate/Senior Licensing Associate)**

**Position Responsibilities:**
Virginia Tech Intellectual Properties (VTIP) is responsible for administering and managing Virginia Tech's intellectual property, transferring campus technologies for public use and benefit, and generating technology license income for research and education; working under the supervision of the President, VTIP, the Licensing Associate is responsible for managing a portfolio of intellectual and tangible research properties developed by VT investigators comprising primarily basic engineering and physical science technologies (with other technology areas assigned as needed), including software; activities comprise soliciting and evaluating invention disclosures from the campus laboratories; conducting technology assessments from a commercial perspective; formulating and implementing licensing and intellectual property management strategies; marketing the technology to prospective licensees; coordinating the filing and prosecution of patent applications; negotiating and writing contractual agreements including letter agreements, secrecy agreements, options, and licenses; monitoring the performance of licensees under their agreements; facilitating the startup of new VTIP licensed technology-based companies; and performing other duties as assigned.

**Department Review Date:** 07-17-2012
Employee Category: Administrative and Professional Faculty

Working Title: Assistant Director for Organizational Development

Posting Number: 0121836

Reporting to the Executive Director of University Organizational and Professional Development, the Assistant Director of Organizational Development supports the University Organizational and Professional Development (UOPD) department by contributing to the research-based design, development, delivery, assessment and outsourcing of new and existing leadership, management, and employee development opportunities for all levels of faculty and staff within the university. This role has primary oversight over the organizational development and consulting side of the department. This role will partner with the Executive Director in leading and implementing program structure for consultative opportunities, as well as the planning and marketing for all organizational development programs each semester.

This role will work collaboratively, serving as a lead on internal consulting projects requested by key university stakeholders in the areas of organizational assessment, strategic planning, and overall organizational effectiveness. Included in organizational consulting is the capacity to lead research for assessment development and analysis. This role also provides customized intervention or facilitation with groups on the topics of team effectiveness, roles and responsibilities, process improvement, change management, and meeting/workshop facilitation. This role will also serve as a coach to managers about best practices and guidance for resolving organizational issues. This individual will work collaboratively with partners in other university departments to deliver a variety of programs to meet the unique development needs of Virginia Tech faculty and staff.

In collaboration with senior management, this role assists to design, develop, and implement large system organizational development and university-wide change initiatives; serves as project leader as appropriate for large-scale human resources initiatives. Provides consultation to university leadership in the execution of organizational analyses; designs, develops, coordinates, and facilitates organizational development activities such as strategic planning, team building, process consultation, and management coaching.

Manager, IT Systems, Police and Emergency Management

Posting Number: 0122097

Position Responsibilities:
Provides support for all IT systems within the Virginia Tech Police Department, including desktops, laptops, servers, mobile data terminals, and patrol car video systems. Recommend and procure computer systems and related software and peripherals. Monitors emerging network and IT technology threats, routinely confer with VT Office of Emergency Management, VT Police Department, university IT security office, and the VPAS Director of IT to provide tactical, strategic, technical guidance and assist in the design and implementation of appropriate access protection, audit control and evidentiary methods and procedures. Routinely monitors practices to ensure that user access, system access, resources and information are secure. Performs security reviews, manages software used in the review process, recommends mitigating actions for those that present a security risk to the Virginia Tech Police department and VT Office of Emergency Management to ensure appropriate documentation is recorded. Maintains VTPD website. Ability to meet CLEA Accreditation standards. Due to the criticality of this position and its support of a 24X7 unit, after hours may be required. Works within the Virginia Tech Police department with a direct reporting line to the VPAS Director, IT Services.
Employee Category: Administrative and Professional Faculty

Working Title: Associate Vice President and Chief Facilities Officer

Posting Number: 0122118

Position Responsibilities:

The Associate Vice President and Chief Facilities Officer provides leadership for the University's impressive and growing facilities enterprise including the offices for the following functions: Facilities Operations; University Building Official; University Design & Construction; Utilities & Strategic Initiatives; Deputy Chief Facilities Officer; Facilities Services Finance; and the university architect function. Overseeing the care, maintenance and development of Virginia Tech's notable campus spanning more than 2,600 acres, with 125 buildings and an airport, the AVP/CFO has responsibility for the $150 million capital project program and approximately 450 staff members. Virginia Tech's Capital Outlay Plan for 2012-2018 includes 63 projects totaling $2.180 billion and is focused on preserving infrastructure and enhancing sustainability.

Reporting to the Vice President for Administrative Services, the AVP/CFO is responsible for all university facilities assets on the main campus and off campus including the development and maintenance, operation, planning, construction and renovation of space serving faculty, staff, students and visitors. The associate vice president and chief facilities officer is also responsible for Virginia Tech Electric Services, the operation of a Hokie stone quarry, and the administrative oversight of the Virginia Tech Climate Action Commitment. In addition, the AVP/CFO is responsible for the delegation and administration of the University Building Official capital outlay program, campus master plan and real estate functions. The AVP/CFO is a highly visible role that interacts with top-level administration of the university in strategic planning, long range physical planning and development, and development of the capital outlay program for the future benefit of the university.

The associate vice president and chief facilities officer must fully fulfill the following responsibilities:

- Direct management of the University's extensive capital project program which exceeds $150 million annually;
- Serve as the University's chief facilities officer responsible for the maintenance, operations, renovations and/or construction of all university's facilities assets and grounds;
- As delegated by the president under the Virginia Tech Management Agreement, develop and implement appropriate systems for the administration of capital projects;
- Develop and implement the biennial Reserve Maintenance Capital Outlay planning and budget process;
- Direct the coordination, installation, repair and expansion of electric power, electric utilities, mechanical utilities and heating systems, including oversight of the Virginia Tech Electric Service which provides electric service to over 4,600 residential and commercial customers in the Town of Blacksburg;
- Provides direction and leadership for the operation of a power plant with capacity of 360,000 pounds of steam per hour and electric generating capacity of 5250kw; a central chilled water plant of 2,400 tons of cooling capacity plus numerous satellite plants;
- Provide oversight for the development and implementation of the campus master plan, as well as leadership for land planning/landscape architecture, space programming and analysis, integrated sustainable planning and real estate management;
- Maximize flexibility and responsiveness for all operations and services, and foster customer service through the entire facilities area;
- Develop and monitor metrics to assure the organization is operating efficiently and effectively serving client needs while meeting budgetary parameters; and
- Advance creative and entrepreneurial alternatives for processes and procedures.

Apply Online: http://jobs.vt.edu
Employee Category: Administrative and Professional Faculty

Working Title
Coordinator for Program Support

Posting Number
0122120

[Department Review Date: 08-13-2012]

Position Responsibilities:
The Center for Instructional Development and Educational Research (CIDER) at Virginia Tech invites applications for a "Coordinator for Program Support" to assist in supporting the First Year Experience (FYE) program. The coordinator will work closely with directors of both CIDER and FYE. CIDER's mission includes the designing, developing, and implementing learner-centered instruction; promoting and recognizing excellence in higher education instruction; and advocating for a campus climate that values effective and innovative instruction. FYE is designed to set first-year students on their own paths equipped with appropriate tools for exploration and discovery, and provide them with the curricular and co-curricular opportunities necessary to fully engage as learners and ultimately as citizens.

The Coordinator for Program Support will work with the CIDER Executive Director to provide university-wide support for the First Year Experience program. The Coordinator's responsibilities will include: engaging in instructional design/course redesign for FYE participants, developing creative and alternative instructional and assessment strategies for FYE participants, developing and managing professional development opportunities for FYE participants, supporting implementation of the Common Book project, and developing and managing university teacher recognition and award programs within CIDER.

Sr. Director of Development, Center for the Arts

[Department Review Date: 08-22-2012]

Position Responsibilities:
Reporting to the Assistant Vice President of Development for University Programs, the Senior Director of Development is the chief major-gift officer for the Center for the Arts. The Senior Director has responsibility for planning and implementing a comprehensive development program for the center and its related university-wide arts programs. Working closely with the Executive Director of the Center for the Arts, senior administration and faculty, the Senior Director is responsible for overall fundraising efforts from all private sources in support of current operations, endowment, capital and other purposes. The Senior Director will fulfill these duties under the direction of and in close cooperation with the university's Central Development Office. The Senior Director is entrusted with responsibility for the recognition and stewardship of individual major givers, and assures that fund raising efforts follow excellent management practices in stewarding donors and gifts made to the institution.

Annual Giving Officer

[Department Review Date: 08-27-2012]

Position Responsibilities:
Reporting to the Director of Annual Giving, the Annual Giving Officer will assist the Director of Annual Giving in carrying out the designated duties and responsibilities for the university's annual giving program. This highly motivated professional will be involved with the planning and implementation of the annual giving fundraising efforts in support of the university's colleges and university programs. Primary responsibilities require intense focus on building relationships through one-on-one visits with assigned prospects and donors, developing giving strategies, designing proposals and closing upper tier annual level gifts. The Annual Giving Officer will dedicate a significant amount of time traveling throughout Virginia and the Mid-Atlantic area with some possible national travel to engage, assess, solicit, and steward donors.
**Employee Category:** Administrative and Professional Faculty

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<td><strong>Diversity Recruitment and Career Advancement Coordinator</strong></td>
<td>0122157</td>
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<td><strong>Department Review Date:</strong> 08-10-2012</td>
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<td><strong>Position Responsibilities:</strong></td>
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<td>The Diversity Recruiting Coordinator serves as a full-time administrative faculty member in the Undergraduate Programs Office in the Pamplin College of Business. The dual mission of this position is to increase the number of under-represented students in the Pamplin College of Business, and assist with all aspects of the career advancement function for Pamplin. The mission will be achieved through four areas. Recruitment of under-represented students portion of the position constitutes 50% of the responsibilities, employer relations represents 20%, student career advancement 20%, event management and other special projects represents the remaining 10%. The Diversity Recruiting Coordinator reports to the Director of Career Advancement and Employer Relations.</td>
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| **Associate Director of Administration for Human Resources** | 0122162 |
| **Department Review Date:** 08-27-2012 |
| **Position Responsibilities:** |
| The Associate Director of Administration for Human Resources is responsible for leading the programs within the Division of Student Affairs that address human resource needs and services. The position provides oversight of performance management, employee relations, training, recruitment and selection, and job analysis and classification for all division departments, comprising a workforce of over 2,600 faculty, staff, wage, graduate assistant, and student employees. The position supervises a team of four human resource staff members. Internally, the associate director coordinates closely with the Virginia Tech Department of Human Resources and serves on various university committees, task forces, and advisory groups. Externally, the position works with local, regional and state agencies and organizations related to human resource management and labor market issues. The Division of Student Affairs at Virginia Tech encompasses departments dedicated to providing a rich co-curricular experience, essential services, and a supportive and inclusive environment for all students. Virtually every aspect of a student's life outside the classroom is represented through the division's departments. Learn more about the university at www.vt.edu, the Division of Student Affairs at www.dsa.vt.edu, and the Virginia Tech Principles of Community at www.vt.edu/diversity/principles-of-community.html. |

| **Assistant Vice President, Human Resources** | 0122110 |
| **Department Review Date:** 08-22-2012 |
| **Position Responsibilities:** |
| Virginia Polytechnic Institute and State University (Virginia Tech), located in scenic Blacksburg, Virginia, is seeking an exceptional individual for the position of Assistant Vice President, Human Resources (AVP). Reporting to the Associate Vice President for Human Resources, the AVP will be responsible for the strategic and operational direction of the areas of total compensation, benefits, wellness, and staffing and recruiting. Additionally, the AVP represents the Associate Vice President in his absence and serves as the Chief Human Resources Officer in his stead. The AVP will lead initiatives in the delivery of benefits, compensation, wellness, and recruitment services to staff, administrators, and faculty. The AVP has the following direct reports: Compensation; Benefits; Hokie Wellness; and Staffing and Recruitment. The AVP will work closely with other directors and executive directors in HR in support of the mission of the department and the mission of the University as a whole. |

*Apply Online: [http://jobs.vt.edu](http://jobs.vt.edu)*
Computing Technology Manager

**Position Responsibilities:**
Administers network, hardware, software, and output facilities for student computing on and off campus for the School of Architecture + Design. Contributes to the overall student learning for over 1200 users through investigating and assessing new technologies, maintaining state-of-the-art equipment, and collaborating with faculty, students, and visitors to utilize equipment and technologies to optimal potential. Manages projects involving computing in support of teaching, research, and outreach programs. Develops seminars, workshops, and training programs. Coordinates management and ordering of fixed assets and inventories of computing equipment and supplies. Supervision of GAs and student support staff in architecture computing and printing labs and provide assistance to faculty, students, and visitors with digital design technologies. Manages the computing website and student printing accounts. This position is a member of the college IT team and supports symposiums and forums, and infrastructure needs.

Business Operations and Fiscal Affairs Manager

**Position Responsibilities:**
Reporting to the vice president and dean for graduate education, the director will function as the primary administrator of business operations, overseeing human resource-related operations and services, non-academic policies and planning, and administrative workflow within the Virginia Tech Graduate School. The position must manage overall financial activities including but not limited to accounts receivable and payable, payroll, and university tuition remission; oversees recruitment, training, supervision, professional development and evaluation of personnel. This position will also be responsible for Graduate School space planning and allocations, and ensuring the accountable use of those resources, as well as implementation of short and long range organizational goals, objectives, strategic plans, policies and operating procedures. Competitive candidates must demonstrate strong interpersonal skills, leadership and service orientation, effective interpersonal communication abilities, technical skill in management and planning in a complex financial structure, flexibility and creativity, administrative effectiveness, and a strong sense of work ethic, integrity, and excellence.

VCE Assistant Master Gardener Coordinator

**Position Responsibilities:**
The Virginia Cooperative Extension (VCE) State Assistant Master Gardener (MG) Coordinator is responsible for working collaboratively with the Consumer Horticulture and Master Gardener Specialist assisting with providing statewide leadership and training for the local VCE-MG Coordinators in managing the VCE-MG volunteers who conduct VCE horticultural educational programs and in the development of consumer horticulture resource materials. The person in this position will be responsible for supplying local coordinators with statewide resources (handbooks, pins, certificates); assist with planning and implementing training sessions for VCE Agents and local MG Coordinators; and, be responsible for record keeping and reporting on VCE-MG management. This person will also be responsible for assisting with the annual State VCE-MG College and working with the MG College Advisory Team.
**Employee Category:** Administrative and Professional Faculty

**Working Title:** Assessment Coordinator

**Posting Number:** 0122204

**Department Review Date:** 08-28-2012

**Position Responsibilities:**
Virginia Tech is seeking a dynamic professional to fill the full-time faculty position of Assessment Coordinator. The successful candidate will work cooperatively with faculty and administrators to advance the university's assessment efforts. As part of the professional staff in the Office of Assessment and Evaluation, this individual will assist in the implementation of assessment activities in institutional-level projects. The successful candidate will coordinate and further develop plans, strategies, and methods for the assessment of student learning outcomes and administrative outcomes. These activities include the development of assessment workshops and other meaningful experiences that contribute to the university's culture of continuous improvement, analyses of assessment data, and reporting assessment methods and results to internal and external stakeholders. The position reports to the director of the Office of Assessment and Evaluation and provides project support to the associate/assistant directors.

**Position Responsibilities:**

**Department Review Date:** 08-31-2012

**Academic Advisor and Business Minors Administrator**

**Posting Number:** 0122215

**Department Review Date:** 08-31-2012

**Position Responsibilities:**
The Academic Advisor and Business Minors Administrator serves as a full-time (calendar year) administrative faculty member in the Undergraduate Programs Office, Pamplin College of Business. Major areas of responsibility include academic advising for freshmen and sophomores in the College, and oversight and advising relative to all minors offered through Pamplin to business majors and non-majors. Other advising support duties include transfer credit evaluation, external change of major application reviews, and assisting the Director of Advising as needed. The advising portion of the position constitutes 75%, minor administration 20%, and advising support activities 5%.

**Core Responsibilities:**
- Providing academic advising services for students.
- Assisting students with self-assessment process.
- Delivering accurate information and advice to students about majors/minors and course options.
- Assisting students in developing a comprehensive educational plan.
- Participate in all aspects of summer orientation.
- Evaluating US transfer credits.
- Advise students both inside and outside of Pamplin desiring to complete a Pamplin minor.
- Monitoring the academic progress of each student.
- Initiating appropriate interventions for those in academic difficulty.
- Making appropriate referrals to departments and other university resources.
- Facilitating the development and implementation of orientation programs for students.
- Conducting outreach activities to various constituencies in order to assist students interested in a Pamplin minor.
- Assisting in planning, implementing and evaluating programs and services; making recommendations and supporting changes required for improvement.
- Developing and facilitating educational workshops/programs on academic success strategies.
- Participating in an extensive training program and on-going professional development.
- Providing limited services during some weekend and evening hours.
- Evaluate and track transfer credit equivalencies.
- Participate in commencement ceremonies.
- Performing other duties as assigned.

**Apply Online: http://jobs.vt.edu**

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Employee Category: Administrative and Professional Faculty

Working Title  
Assistant Director for Professional Development

Posting Number  0122219

Department Review Date: 09-17-2012

Position Responsibilities:
The Assistant Director for Professional Development of the Center for Instructional Development and Educational Research (CIDER) will work with the Executive Director to provide university-wide leadership in the areas of higher educational teaching and learning, and faculty professional development. The Assistant Director's responsibilities will include: develop and manage a professional development program designed to improve teaching and learning; manage various CIDER functions, including instructional workshops, grants and awards, and faculty study groups; develop and manage professional development activities focused on new and early career faculty; provide formative instructional evaluations and peer reviews to individual faculty members; serve on various university committees, task forces and other groups as an advocate for high quality teaching and learning pedagogies; and, function in a year-round (CY) academic program planning and management capacity.

Position Responsibilities:
The Assistant Director for Professional Development of the Center for Instructional Development and Educational Research (CIDER) will work with the Executive Director to provide university-wide leadership in the areas of higher educational teaching and learning, and faculty professional development. The Assistant Director's responsibilities will include: develop and manage a professional development program designed to improve teaching and learning; manage various CIDER functions, including instructional workshops, grants and awards, and faculty study groups; develop and manage professional development activities focused on new and early career faculty; provide formative instructional evaluations and peer reviews to individual faculty members; serve on various university committees, task forces and other groups as an advocate for high quality teaching and learning pedagogies; and, function in a year-round (CY) academic program planning and management capacity.

E-Commerce Operations Manager

Posting Number  0122218

Department Review Date: 08-27-2012

Position Responsibilities:
Reporting to the University Bursar, the E-Commerce Operations Manager works directly with and educates Virginia Tech departments, in collaboration with the Information Technology Security Office, on IT data security and compliance matters as they pertain to financial records and electronic payments systems that provide departments online and electronic methods of accepting cash receipts via e-payments (Credit Card, e-check (ACH), mobile payments, etc.). The manager is responsible for a comprehensive program supporting operations and compliance activities, to ensure business objectives are achieved in a manner that complies with university policies, standards of the payment card industry, and federal and state regulations related to protection of financial information.

The E-Commerce Operations Manager coordinates activities in partnership with the university departments by performing and providing leadership to compliance evaluations, remediation efforts, and monitoring processes. The role includes working with the departments to plan, schedule, and execute regular reviews of procedure documentation, risk assessment, monitoring, and remediation efforts related to IT and physical security processes over payment processes. The Manager will support the creation, implementation, and delivery of e-commerce training programs and the coordination of the university's annual merchant self-assessment process.

The E-Commerce Operations Manager will work in partnership with the university departments and constituents through the use of strong interpersonal skills and collaborative techniques to create effective internal controls and operating procedures to ensure successful and secure payment card operations and protection of customer financial information.

Wellness Specialist

Posting Number  0122221

Department Review Date: 08-31-2012

Position Responsibilities:
Virginia Tech Human Resources Department seeks qualified candidates for the position of Wellness Specialist to assist in the administration of wellness programs. This position is involved in the development of annual plans, goals, and objectives, which guide the wellness program and support the university's strategic plan. Provides program delivery with priority given to customer satisfaction and teamwork, and provides monthly program review and customer satisfaction results to the director. Utilizes program outcomes to enhance and improve wellness programs and offer recommendations to reflect the needs of our employees. Develops and presents wellness and worklife related programs, and works collaboratively with the wellness team. This position also serves as a support role to Case Management/VT Emergency Mental Health, which requires FEMA certifications.

Apply Online: http://jobs.vt.edu
Web Video Producer/Journalist

**Posting Number:** 0122225

**Department Review Date:** 09-10-2012

**Position Responsibilities:**
The successful candidate will join a collaborative team in creating and distributing branded promotional multimedia content for the Virginia Tech website and affiliated pages. The Web Video Producer/Journalist will be responsible for investigating and identifying the best story ideas about Virginia Tech and its various constituencies that support the university's strategic initiatives and then producing branded video and multimedia stories for web distribution. Responsibilities include conceiving, researching, developing, writing, producing, conducting interviews for, directing, photographing, editing and posting quality multimedia web programming.

Director of Development, University Libraries and Major Gifts

**Posting Number:** 0122184

**Department Review Date:** 09-17-2012

**Position Responsibilities:**
Reporting to the Assistant Vice President of Development for University Programs, the Director of Development will serve as a major gift officer for university wide fundraising efforts as well as specifically implementing a fundraising efforts for University Libraries. The Director of Development will serve in this dual capacity by collaborating with the Dean of University Libraries while under the direction of and in close cooperation with the central development office. The Director of Development will fundraise most directly for University Libraries development goals and on behalf of the university's colleges and university programs. The Director of Development will, within designated time frames, develop a comprehensive operating plan to outline goals and strategies that will successfully accomplish fundraising goals in both areas of responsibility.

Director, University Design and Construction

**Posting Number:** 0122234

**Department Review Date:** 09-06-2012

**Position Responsibilities:**
Reporting to the Associate Vice President and Chief Facilities Officer, the Director of University Design and Construction (UDC) oversees the development, delivery and close-out of all university capital projects in accordance with defined university and Commonwealth of Virginia policies, procedures and guidelines.

The Director of UDC must be a proven team builder who works inclusively and communicates effectively with internal staff and all project stakeholders during the development and implementation of university projects and UDC initiatives. In addition, the Director must work cohesively with other units within Facilities Services to support the overall mission of the organization, and provide leadership for the core functions including Project Development and Management; Business and Contracts Management; Performance Management; and Customer Service.

Associate Director, Enterprise and Data Inventory

**Posting Number:** 0122235

**Department Review Date:** 09-03-2012

**Position Responsibilities:**
The Associate Director of Enterprise and Data Inventory reports directly to the Director of Facilities Finance and is responsible for the management, development and oversight for all Facilities Services business enterprise systems in alignment with central applications inclusive of staff management; unit budget development and oversight; data management; enterprise reporting development; enterprise coordination and support for each of the Facilities Services operating units; hardware infrastructure coordination with Vice President for Administrative Services and Virginia Tech Central IT; system configuration, performance, updates and maintenance.
### Virginia Master Naturalist Program (VMNP) Coordinator

**Posting Number:** 0122275  
**Department Review Date:** 10-15-2012  
**Position Responsibilities:**
Virginia Cooperative Extension (VCE) is seeking applications for the position of Virginia Master Naturalist Program (VMNP) Coordinator. Virginia's Master Naturalist Program (www.virginiamasternaturalist.org) is a partnership between VCE, Virginia Department of Conservation and Recreation, Virginia Department of Game and Inland Fisheries, Virginia Department of Forestry, Virginia Museum of Natural History, Virginia Department of Environmental Quality, and Virginia Tech's College of Natural Resources and Environment.

The position is a non-tenure-track administrative and professional faculty appointment at the rank of Lecturer. Salary will be commensurate with qualifications including education and experience. The position is located in Charlottesville, Virginia, at the Albemarle County Extension Office but will report administratively to the Head of the Department of Forest Resources and Conservation at Virginia Tech. Starting date is negotiable with a target date of January 10, 2013.

Online application is required. Review of applications will begin on or about October 16, 2012, and continue until a suitable applicant is selected.

The following supporting documents are required: (1) letter of interest, (2) curriculum vitae, (3) university transcripts*, and (4) names, addresses, telephone numbers, and e-mail addresses of three professional references. (TIP: Have these documents ready to attach at the time you submit your application; the system will not allow you to enter a second time for any position.)

For additional information, please contact:
Dr. John F. Munsell, Search Committee Chair  
Virginia Tech Department of Forest Resources and Environmental Conservation  
310 Cheatham Hall (0324)  
Blacksburg, VA 24061  
(540) 231-1611  
jfmunsel@vt.edu

*Official transcript for highest degree earned will be required prior to the start of employment.

### Associate Director for Learning & Outreach

**Posting Number:** 0122269  
**Department Review Date:** 09-18-2012  
**Position Responsibilities:**
The Associate Director leads and supports numerous learning, outreach, and engagement initiatives. This position is charged with operationalizing the vision developed within the unit through collaborations across campus and via inter-departmental teams.

### Collections Assessment Librarian

**Posting Number:** 0122281  
**Department Review Date:** 09-30-2012  
**Position Responsibilities:**
This position, within the Jean Russell Quible Department of Collections and Technical Services, works collaboratively with department team members and subject librarians, and reports to the assistant director for collections. Responsibilities include gathering, analyzing, and distributing data from a variety of sources to assess print, microform, and digital library collections.

This position helps establish priorities and strategies for developing and maintaining collections, demonstrate adequacy of support for academic programs as required by accreditation review boards, and estimates the cost of resources to support new academic programs.
Employee Category: Administrative and Professional Faculty

Working Title: Technical Lead
Posting Number: 0122350

Department Review Date: 09-28-2012

Position Responsibilities:
Analyze, plan, develop, maintain, and modify complex computer systems in a diverse technical environment to ensure accuracy and efficiency of application systems. Act as a technical member of ad-hoc teams by providing assistance and expertise, and by performing assigned tasks and objectives as part of the implementation, development, and maintenance of enterprise-scale systems. Provide supervision and leadership to teams of developers in order to reach project milestones in a timely manner. Manage, track, plan, and supervise all technical aspects of projects.

Department Review Date: 10-04-2012

Position Responsibilities:
The Conflict of Interest (COI) Officer provides university-wide oversight to all aspects of the university’s Individual Conflicts of Interest and Commitment policy working with faculty, staff, students, and university departments to promote compliance with conflict of interest regulations and assisting in developing and monitoring plans to properly manage potential conflicts. The COI Officer develops operating procedures to implement the policy, monitors sub-recipient compliance, and establishes protocols to comply with federal, state, and institutional reporting and certification requirements.

Specific responsibilities include:
- Identifies all significant financial interests and conflicts of interest. Ensures that all identified conflicts are eliminated, reduced, or managed in accordance with university policy and federal regulations.
- Reviews and approves proposal submissions and awards within the Office of Sponsored Programs for compliance with COI policies and procedures.
- Monitors COI training notifications to ensure compliance with applicable policies and procedures.
- In collaboration with the Manager of Research Education and Development, develops, implements and delivers workshops and seminars for all faculty, staff and students on the Individual Conflicts of Interest and Commitment Policy and its application at Virginia Tech.
- Provides oversight of active management plans and coordinates with the Assistant Vice President for Finance and Controls in order to prepare documentation for signature as required by state conflict of interest regulations.
- Ensures compliance with agency directives regarding any additional corrective actions to be taken in order to ensure objectivity in research.
- Compiles and provides annual and interim reports to research sponsors and the Virginia Tech Board of Visitors as required.
- Conducts investigations related to non-compliance in accordance with federal, state and institutional policies and procedures.
- In consultation with the Virginia Tech Office of University Relations, responds to Freedom of Information Act (FOIA) requests related to public accessibility of financial conflict of interests (FCOIs) for Public Health Services (PHS)-funded projects.

Conflict of Interest Officer
Posting Number: 0122373

Apply Online: http://jobs.vt.edu
Extension Agent, ANR, Montgomery County

Position Responsibilities:
The position is housed in Montgomery County. Montgomery County, located in southwestern Virginia, has a population of 94,392 residents and encompasses four communities and towns including Shawsville, Riner, Christiansburg and Blacksburg. The county seat of Montgomery is located in Christiansburg. Blacksburg is the largest town in Virginia and is home to Virginia Tech, one of the nation's leading educational institutions and research universities. Montgomery County is the heart of the New River Valley and offers diverse local arts, educational opportunities, history, and a wide range of indoor and outdoor recreational activities. Agriculturally, there are 650 farms encompassing 99,670 acres. Primary agricultural enterprises include livestock production, forage production, horticulture, and forestry. In addition to commercial agriculture production, the Montgomery Agriculture Agent is responsible for the volunteer development and training necessary to sustain the New River Valley Master Gardener Program.

The Extension Agent provides current research-based information to citizens by employing various delivery methods targeted to diverse audiences; work closely with producers, agri-business, community leaders, Extension Leadership Councils and appropriate agents and specialists to identify and prioritize issues, problems and opportunities; uses farm and business visits as a means to remain knowledgeable of specific local needs and problems related to agricultural production, marketing, and environmental protection; fosters communication among agricultural producers, marketers, processors and consumers; maintains a high level of proficiency in subject matter field by participating in in-service training and professional activities; works closely with citizens and local, state, and federal officials to aid Virginia in preparing and responding to natural or other emergencies and disasters. Extension agents demonstrate flexibility, adaptability; a team-oriented mindset, yet are able to work independently, and; strong desire to help clients succeed. Extension agents recognizes the importance of diversity and inclusion in the development and delivery of Extension programs, actively work to diversify program participation and are responsible for VCE's civil rights policies and compliance with affirmative action.

Extension Agent, ANR, Animal Science, Augusta County

Position Responsibilities:
An Extension Agent, Agriculture and Natural Resources, provides leadership in determining, implementing, and evaluating educational programs which are designed to solve social, economic, and environmental problems in agriculture and natural resources. The agent is an educator, an information provider, a needs assessor, a problem solving resource for clientele, and networks with the agricultural industry, specialists, Extension agents and agency representatives.

This position will be housed in Augusta County. Located in the Shenandoah Valley, Augusta County is the second ranked county in Virginia for gross farm receipts; it has a strong and large agricultural community. The Animal Science Agent position will work closely with local beef and sheep producers in areas of health and nutrition, production methods, farm profitability, environmental impacts, and marketing as well as respond to a wide variety of client interests and needs in other agriculture related subjects. The position will be part of a larger agriculture agent team serving Augusta, Rockingham, and Rockbridge Counties.

The Extension Agent provides current research-based information to citizens by employing various delivery methods targeted to diverse audiences; works closely with producers, agri-business, community leaders, Extension Leadership Councils and appropriate agents and specialists to identify and prioritize issues, problems and opportunities; uses farm and business visits as a means to remain knowledgeable of specific local needs and problems related to agricultural production, marketing, and environmental protection; fosters communication among agricultural producers, marketers, processors and consumers; maintains a high level of proficiency in subject matter field by participating in in-service training and professional activities; works closely with citizens and local, state, and federal officials to aid Virginia in preparing and responding to natural or other emergencies and disasters. Extension agents demonstrate flexibility, adaptability; a team-oriented mindset, yet are able to work independently, and; strong desire to help clients succeed.
Employee Category: Administrative and Professional Faculty

Working Title: Assistant Director of Continuing & Professional Education
Posting Number: 0122379

Department Review Date: 10-11-2012

Position Responsibilities:
The assistant director develops and delivers new outreach programs such as short courses, workshops, certificate programs, conferences, research symposiums, trade shows, technical assistance programs, workforce training, and other contract credit and non-credit programs. The assistant director is responsible for developing new external client relationships with a strong focus on corporate and public sector high-margin business. As a leader of CPE's University Partners' Development Team, the assistant director is responsible for generating program revenues and meeting annual revenue targets through the development of a robust, diverse program portfolio. The assistant director serves as primary Outreach/CPE contact for the Institute for Distance and Distributed Learning, the Center for Organizational and Technological Advancement, and select Virginia Tech colleges and administrative units.

Department Head
Posting Number: 0122392

Department Review Date: 01-01-2013

Position Responsibilities:
The Department of Chemical Engineering invites applications and nominations for the position of Professor and Head of the department. Candidates should have demonstrated intellectual leadership and management skills to further elevate the Department of Chemical Engineering in an exciting period of growth.

Please see http://www.che.vt.edu for a complete description of position responsibilities and the department.

Associate Director of Real Estate Management
Posting Number: 0122430

Department Review Date: 10-17-2012

Position Responsibilities:
The Associate Director of Real Estate Management reports directly to the Assistant Vice President (AVP) for the Office of University Planning (OUP) and is responsible for the preparation of all university real estate transactions in support of the AVP including: acquisitions, leases, sales, license agreements, facilities use agreements, employee housing agreements, rights of way, and easements in compliance with university policies and State requirements. This position supports the AVP on the development of all off campus real estate needs and strategy for the immediate and long term requirements of the University academic and administrative units.

This position is the primary business point of contact for the university as well as external landlords regarding real estate. Responsible for the development and oversight of standard operating procedures in accordance with university's policies that guide users through the request, justification, approval and lease execution process. This position will have direct oversight of the staff assigned to real estate and work in conjunction with the Facilities Services business office for the leasing and asset management of a portfolio of approximately 1.1 million square feet of leased (multi-use) space in multiple states. Provide support to the AVP as required for all capital outlay requests and necessary preplanning studies for real property acquisitions by analyzing sites, preparing financial analysis and the preparation of all required information to facilitate the acquisition and sale of real property. Evaluate and provide the AVP information on the conveyance and acquisition of all easements and rights-of-way for the university. Prepare appropriate Board of Visitors documentation for all real estate needs in support of the AVP. Manage professional staff and ensure compliance with university policies, Code of Virginia and other state regulations when buying, selling, or leasing property.

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

Monday, October 15, 2012
**Employee Category:** Administrative and Professional Faculty

**Working Title**

**Posting Number**

**Associate Vice President**

**Department Review Date:** 10-16-2012

**Position Responsibilities:**
The Associate Vice President of the National Capital Region (NCR) will be responsible for the planning and execution of region-wide initiatives that will enhance the research, education, and outreach missions of the university. The AVP-NCR will direct the research development team (RDT) and, along with the VP and Executive Director, work to utilize the RDT to enhance collaborations between Virginia Tech organizational units within the NCR. The AVP for NCR will be expected to develop teams to respond to interdisciplinary opportunities within the National Capital Region. These teams will consist of partners within NCR, other units within Virginia Tech, as well as external partners. In particular, we are interested in persons with the background necessary to interact with funding mechanisms such as classified research and partners such as the newly founded Virginia Tech Applied Research Corporation. Candidates must have a successful history of funded research programs, a deep knowledge of research areas related to the resiliency, security, and sustainability initiatives in NCR, knowledge of the operations of federal funding agencies, and a history of working in an interdisciplinary environment. The AVP for NCR will supervise the program support personnel and the research faculty of the Research Development Team, and work with the VP for NCR on budget allocations. Other responsibilities for the position include representing the National Capital Region Operations at regional events, interacting with potential collaborators within NCR, identifying opportunities for strategic investment in NCR, and other duties as assigned.

**Director, Airfield 4-H Educational Center**

**Department Review Date:** 11-02-2012

**Position Responsibilities:**
Virginia Cooperative Extension at Virginia Polytechnic Institute and State University invites applications for the position of Director, Airfield 4-H Educational Center, Wakefield, Virginia. The Center Director must have enthusiasm for youth educational programs that benefit from an exceptional outdoor environment. This is a non-tenure track, professional faculty position at the rank of Lecturer. The Center Director is responsible to, and supervised by the Associate Director, 4-H Youth Development. The Associate Director, 4-H Youth Development works cooperatively with the Center Board of Directors in supervising and evaluating the Director. The Director of the Airfield 4-H Educational Center works closely with the Center's Board of Directors and the Extension faculty in the 4-H center's service area.

The Airfield 4-H Educational Center conducts extensive educational and recreational programs throughout the year with both youth and adult audiences. The center is an American Camp Association (ACA) accredited camp. Programs include 4-H residential camping programs, adventure camps for teens, educational field trips for schools, community and civic events, and team-building activities for all age groups.

In concert with the leadership of the Board of Directors and the State 4-H Office of Virginia Cooperative Extension, the director's duties will include operational management, policy development, resource development, fiscal management, strategic planning and other duties as necessary.
Employee Category: Administrative and Professional Faculty

Working Title
Ext. Agent, ANR, Crop and Soil, Northumberland/Lancaster

Posting Number
0122444

Department Review Date: 11-02-2012

Position Responsibilities:
This position will serve Northumberland/Lancaster counties. It will be housed in Northumberland County.

Northumberland and Lancaster Counties lie at the tip of the Northern Neck of Virginia between the Potomac and Rappahannock Rivers. The counties are also bordered by the picturesque Chesapeake Bay. They both offer a rural setting with excellent recreational opportunities for families while being located just a short drive from Washington DC, the Capital of Richmond and the Hampton Roads area of Virginia.

The position requires basic knowledge of soil science; integrated pest management, including plant physiology, pathology, weed science, and pesticide management; post harvest management; economics and marketing; production of specific commodities; water quality; biotechnology developments; and field plot research.

The Extension Agent provides current research-based information to citizens by employing various delivery methods targeted to diverse audiences; work closely with producers, agri-business, community leaders, Extension Leadership Councils and appropriate agents and specialists to identify and prioritize issues, problems and opportunities; uses farm and business visits as a means to remain knowledgeable of specific locals needs and problems related to agricultural production, marketing, and environmental protection; fosters communication among agricultural producers, marketers, processors and consumers; maintains a high level of proficiency in subject matter field by participating in in-service training and professional activities; works closely with citizens and local, state, and federal officials to aid Virginia in preparing and responding to natural or other emergencies and disasters. Extension agents demonstrate flexibility, adaptability; a team-oriented mindset, yet are able to work independently, and; strong desire to help clients succeed. Extension agents recognizes the importance of diversity and inclusion in the development and delivery of Extension programs, actively work to diversify program participation and are responsible for VCE’s civil rights policies and compliance with affirmative action.

Off Site Safety Coordinator

Posting Number
0122445

Department Review Date: Not Available

Position Responsibilities:
This position will conduct work tasks at the direction of the supervisor including collecting/processing hazardous regulated waste, assisting [ARECs, Off-Campus Institutes, Centers] implementation of required EHS programs, preparing regulatory reports. Work with faculty & staff to implement and maintain established occupational safety programs including Chemical Hygiene, Hazard Communication, Lockout/Tagout, Respiratory Protection, Waste management, report preparation, training and consultation. Assist other groups within EHS to implement EHS programs. These programs include Laboratory Safety, Biological Safety, Fire Protection, Radiation Safety, Industrial Hygiene, Environmental Protection and medical surveillance. Serve as the Regulatory and Safety Committees Liaison. Manage, coordinate and/or provide required environmental and occupational training. Inspect regularly laboratories and academic areas in accordance to their risk groups. Collect, process, consolidate and track hazardous waste and regulated medical waste generated during academic/research laboratory operations. Investigate and respond to incidents occurring in or around these facilities pertaining to student/employee/visitor injuries, hazardous materials spills, fires, explosion, etc.
Employee Category: Administrative and Professional Faculty

Working Title: Stormwater Compliance Manager
Posting Number: 0122447

The Stormwater Compliance Manager is responsible for the administration, compliance, and enforcement of the Virginia Stormwater Management Act (VSMA); Virginia Stormwater Management Program (VSMP); the Virginia Erosion and Sediment Control (VESC) Law; Virginia Department of Health (VDH) regulations related to site sewage and water; and Virginia Department of Environmental Quality (DEQ) regulations related to environmental impact reports (EIRs), wetlands, site sanitary sewer systems and site water systems for all Virginia Tech owned property and projects funded by Virginia Tech. The Stormwater Management group reviews land disturbing activities, including new and renovation project design documents for compliance with VSMA, VSMP, VESC and other applicable codes, and performs site inspections as required.

Position Responsibilities:

Department Review Date: 10-23-2012

Web Application Developer, Learning Technologies
Posting Number: 0122459

Reporting to the Director of Online Learning and Collaboration Services (OLCS), the person filling this position will act as a member of our development team, working on several systems, such as Scholar (our Course Management System based upon Sakai), our SPOT survey system (also Sakai based), our ePortfolio tools (also Sakai based) and our FDI system (home grown). The person in this position designs, develops, and implements web-based Java applications. Additionally, he or she will be responsible for all phases of application development, including integration with other applications and with existing enterprise systems. Position works directly with supervisor, members of a development team, and other teams within Learning Technologies (ePortfolio Initiatives, QA, support) to meet project goals with an emphasis on usability and end user satisfaction. At times works directly with end users (faculty, staff, and students) to determine needs for application development and documents these needs. Works to develop and design prototypes of proposed software solutions.

Core Responsibilities:

- Participates in development of global open source projects (such as Sakai) and develops high quality, documented code that can be contributed back to the project.
- Works collaboratively with other teams within Learning Technologies (support, quality assurance, usability) to meet project goals and organizational objectives.
- Uses best practices as defined by standards organizations in all Learning Technologies application development to insure compatibility.
- Develops applications or application enhancements to enterprise systems using programming interfaces (APIs).
- Works and communicates with Virginia Tech IT developers in an effort to share information and establish common knowledge across departments.
- Works with the LT Systems Integration team to put development projects into pilot and production stages.
- Develops code from requirements and/or high level design documents.
- Provides maintenance code changes for developed production applications.
- Provides customizations to integrate, enhance, and maintain vendor software and enterprise systems based on end user needs.
- Provides fully documented code and system level documentation.
- Performs unit testing on all work products.

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

Monday, October 15, 2012
Employee Category: Administrative and Professional Faculty

Working Title: Database and Application Administrator
Posting Number: 0122411

Department Review Date: 11-01-2012

Position Responsibilities:
The position provides database, web server and application administration, enterprise systems maintenance, and technical user support in a multi-tiered 24x7 environment. The Database and Application Administrator is responsible for lifecycle administration including installation, upgrades, patches and maintenance for database and application software. The position works as part of a team for the development, implementation, and ongoing support of enterprise application software systems. The Database and Application Administrator diagnoses, troubleshoots, consults, and resolves problems with complex systems in an enterprise database/web server environment. The position is responsible for ensuring the availability, scalability, and backup and recovery of enterprise systems. The Database and Application Administrator develops implements, and maintains appropriate monitoring to ensure high system availability and maximum performance and security for critical enterprise systems, as well as developing and/or coding software for operating systems and system utilities to assist in the support of the environment.

Assist. Director, Corporate & Foundation Rel., Engineering
Posting Number: 0122474

Department Review Date: 11-12-2012

Position Responsibilities:
Reporting directly to the Associate Director of Corporate and Foundation Relations - College of Engineering, the Assistant Director will be expected to develop and maintain a portfolio of 120 active corporate and/or foundation prospects and prioritize and execute strategies for solicitation of these prospects. This individual will also be expected to work independently and to be self-motivated in initiating contacts with other potential donors. He/she will also be expected to serve as a team member on other relationship teams and work in a collegial manner with the College of Engineering and the University Corporate and Foundation Relations development teams in creating and implementing strategies for cultivation, solicitation and closure, and achieve annual fundraising and activity goals.
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Monday, October 15, 2012