

Thank you in advance for sharing this month’s career newsletter to others. You can find these and all of our 500+ current available opportunities on the [VT Jobs site](#). Interested candidates are welcome to email the Talent Acquisition Team at recruiting@vt.edu. In addition, we invite you to follow our [VT Jobs Facebook page](#) for announcements on high priority jobs.

Full-time salaried positions at Virginia Tech include a robust benefits program, including competitive [health insurance](#), [life insurance](#), [retirement](#), and [leave benefits](#).

CAREER SPOTLIGHT: HUMAN RESOURCES

Human Resources provides services that support the university’s leadership and employees, enabling them to achieve their goals and the mission of Virginia Tech. The division is committed to promoting excellence, equity, diversity, and access, and to supporting a high quality of work life for all employees.

Through the collaborative relationships that are established with university and community offices, the division strives to foster a supportive, welcoming, and safe community.

Human Resources is comprised of several areas, including benefits, HR support services, talent acquisition, compensation, performance management, employee relations, talent development, and Hokie Wellness.



CAREER SPOTLIGHT: Human Resources

Compensation Analyst, Human Resources

This position performs a variety of responsible professional, technical and analytical classification and compensation activities related to the development and administration of the University compensation policies and programs. Salary range is \$50,000 - \$60,000.

Director of Human Resources - College of Science, Human Resources

Virginia Tech is seeking an accomplished and visionary human resources professional to serve in the newly created position: director of human resources for the College of Science. This position will report jointly to the assistant vice president for HR consulting and strategic services within the Division of Human Resources and the assistant dean for finance and administration for COS. Working as part of both the larger HR organization and the college administration, the HR director will align and execute unit-based HR strategy with the university's mission and strategy. Salary range is \$115,000 - \$140,000.

HR Application Systems Analyst, Human Resources

This position is primarily responsible for the support and maintenance of Virginia Tech's New Hire and Human Resources Call Management systems. As the primary administrator, this position resolves operational and functional issues by working closely with the vendor, corporate support team, the enterprise systems HR team, and other resources to ensure issues are resolved expeditiously and satisfactorily. Salary range is low \$50,000s.

HR Project Coordinator, Human Resources

This position performs a wide variety of activities required to provide exceptional assistance to the HR Central Support Team. Primary responsibilities include support for conviction and driving check, drug and alcohol testing, and related compliance programs; financial and operations support; as well as assisting with coordinating special projects and programs. The HR Project Coordinator manages projects independently, including conducting thorough research and analyzing findings. The Coordinator proactively solves problems and/or independently handles issues as necessary. They effectively collaborate and partner with team members, departments and external vendors to complete project objectives. Salary range is high \$30,000s.

HR Service Center Representative, Human Resources

We are hiring dynamic individuals who have a passion for helping others. This is a wonderful opportunity for someone who is starting a Human Resources career, either through a career change or just finishing a degree. A vast majority of our Service Center Representatives progress their career within Virginia Tech's Division of Human Resources. Salary range is \$34,000 - \$35,000.

Facilities, Trades, and Campus Operations

Building Automations Lead Analyst, Campus Planning & Facilities

This position serves in various roles as a senior technician within the ICM department including network engineer, project manager for various long- and short-term initiatives/projects such as retro-commissioning work associated with Climate Action Commitment Plan goals, data analyst, programmer, project reviewer and scope development for in-house HVAC controls projects, renovation projects, capital projects, etc. Salary range is \$75,000 - \$80,000.

Building Automations Systems Technician, Campus Planning & Facilities

This position monitors, operates, maintains, modifies, troubleshoots and replaces pneumatic, electric, electronic and direct digital controls systems for campus HVAC building controls, lighting controls and building control system network. Salary range is \$50,000 - \$60,000.

Chilled Water Plant Supervisor, Campus Planning & Facilities

Serving as a member of the energy management team, the chilled water plant supervisor is responsible for the operation, maintenance, and repair of campus chilled water systems to include chillers, cooling towers, pumps, controls, chemical treatment systems, and communications with the building automation system. Salary range is \$67,000 - \$72,000.

Fire Protection Inspector, Administrative & Business Services

This position facilitates university compliance with fire safety-related codes and regulations by interpreting and applying fire and building codes, performing building, worksite, and special inspections, and issuing inspection reports and other professional correspondence. Salary range is high \$40,000s to mid \$50,000s.

Hazardous Materials Technician, Administrative & Business Services

This position ensures and assists with the safe handling, transportation, and storage of all university hazardous (chemical and radioactive) material and waste according to established safety procedures and regulations. Salary range is \$35,000 - \$37,000.

Housekeeping Worker, Student Affairs

Attends to housekeeping needs by ensuring a clean, sanitary, and safe environment in the Student Engagement and Campus Life facilities. Maintains established standards of cleanliness and sanitation in student lounges, offices, lobbies, stairs, restrooms, showers, windows, and other venues as assigned. Salary is \$31,200.

Instrumentation/Electrical Technician, Campus Planning & Facilities

Reporting to the Instrumentation/Electrical Supervisor, the Instrumentation/Electronic Technician performs specialized duties in Power Plant involving maintenance and installation of electrical and instrumentation equipment. Salary range is \$54,000 - \$60,000.

Power Plant Electrician, Campus Planning & Facilities

Reporting to the Instrumentation/Electrical Supervisor, the Power Plant Electrician is responsible for performing troubleshooting, installation, maintenance and repair of a variety of plant electrical control systems and equipment with voltages of 480V 3 Phase, 208V 3 Phase, 120V single phase, 130 VDC, and 24 VDC. Salary range is \$43,000 - \$52,000.

Shopkeeper/Tailor Assistant, Student Affairs

This position assists the tailor with fitting and marking uniforms for students, faculty, and staff of the Virginia Tech Corps of Cadets and Marching Virginians so that each member has individually tailored uniforms. Responsibilities include greeting customers of the tailor shop and determining their tailoring needs, measuring, fitting, and marking uniforms for alterations performed by sewing specialists. Serves as a backup to the Storekeeper Supervisor. Salary range is \$30,000 - \$34,320.

Medical, Veterinary, and Life Sciences

Animal Care Technician, Research

The individual serves as an Animal Care Technician within the Animal Resources and Care Division (ARCD) section of the Office of the Vice President for Research and Innovation (OVPRI). The individual is responsible and accountable for the daily provision of animal husbandry and care at an ARCD facility (vivarium) or facilities. Salary range is \$35,000 - \$40,000.

Senior Animal Care Technician (Gnotobiotic), Research

Performs duties that requires specialized skills associated with the care and handling of animals, the operation and maintenance of equipment, and sanitation of facilities in accordance with applicable regulations, guidelines, and internally established policies and procedures. Provides support to the facility supervisor with the daily operations and management of the gnotobiotic animal facilities, and all animal facilities as needed, to include space allocation, animal training, supply ordering, and resource scheduling and allocation. Salary range is \$45,000 - \$50,000.

Standardized Patient Trainer, Carilion School of Medicine

The full-time position serves as administrative support and standardized patient in the simulation-based training and evaluation activities within the Standardized Patient (SP) Program at VTC SOM. Responsible for assisting in all areas of administrative support including academic activities, recruiting, and deploying standardized patients under the direction of multiple individuals in the department. Salary range is \$46,000 - \$48,000.

Support Services

Administration, Communications, Finance, and IT

Admin Support/Customer Service Rep, Administrative & Business Services

This position is responsible for providing parking services support to employees, students, and visitors of the Virginia Tech campus. Salary range is \$33,000 - \$35,000.

Manager of Financial Systems, Finance

This position provides system management for the Banner Accounts Receivable module, billing platform, and e-payment solutions in the Bursar's Office. This position leads process and system improvement by identifying opportunities, evaluating requests, designing successful implementation strategies, and providing development support for robotics processing automations and other initiatives. Salary range is \$70,000 to low \$80,000s.

Office Manager, Student Affairs

Serves as a primary point of contact for the Residential Well-Being office. This position reports to the Senior Director of Hokie Wellness providing high-level administrative support to the Director and other departmental leadership as needed. Salary range is \$36,000 - \$40,000.

Senior Editorial Manager, Student Affairs

This position will ensure a consistent editorial voice and managerial support for Student Affairs' 20+ departments. The Senior Editorial Manager will set and oversee divisional and university-wide style guidelines for a variety of media; news stories, press releases, magazine articles, speeches, presentations, reports, web content, advertising copy, newsletters, social media posts and promotional text. Salary range is \$52,000 - \$55,000.

Senior Office Services Specialist, Research

This position manages the work of the front desk operations and meeting spaces of the Virginia Tech Transportation Institute (VTTI). This position will provide a high level of customer service and operational support to Facilities / Administrative offices and project a positive image of the office and VTTI. Salary range is \$32,000 - \$42,000.

Student Medical Insurance Representative, Finance

The Student Medical Insurance office provides exemplary customer services to the Virginia Tech student body by explaining important Virginia Tech student health insurance requirements, clarifying student health insurance details, and talking with students about the Student Health Insurance Plan (SHIP). Salary range is mid to high \$30,000s.

Systems Integration Coordinator, Campus Planning & Facilities

This position is responsible for development and implementing new functionality and end user training of various enterprise applications. Salary range is \$48,000 - \$52,000.

Faculty Positions

Associate/Professor of Practice (Academic Year), College of Business

The Department of Marketing in the Pamplin College of Business, Virginia Tech, invites applications for an associate or full professor of practice position. This is a nontenure track position at the associate or full professor of practice level depending on qualifications. Position is focused in the area of sales and will involve undergraduate teaching, support of student and student organizations including career advising, overseeing internships, and project experiences.

Instructor, College of Agriculture & Life Sciences

The Department of Agricultural and Applied Economics (AAEC) invites applications for an open rank Instructor position with primary responsibility for interacting with the Department's Kohl Agribusiness Centre by teaching agribusiness-related classes in the undergraduate program.

Open Rank Faculty, VT Carilion School of Medicine

The Department of Health Systems and Implementation Science at Virginia Tech Carilion School of Medicine seeks exceptional candidates for an Open Rank Assistant, Associate, or Full Professor on the Teaching and Research track. This is a tenure-eligible, independent investigator faculty position dedicated to Virginia Tech's teaching and research missions.

Executive Management

Director of International Finance & Administration, Outreach & International Affairs

This position reports to the associate Vice President for International Affairs and assists in implementing and overseeing a broad range of complex international programs. This will include providing analytical decision support through business analysis, forecasts and reports; providing leadership and oversight for the International Affairs finance and human resources team; leading collaborative business model development for international programs and regional international centers; and partnering with the business team in Outreach and International Affairs and the university to leverage innovative solutions into continuously improving international practices.

Director, School of Visual Arts, College of Architecture, Arts, & Design

This position provides strategic and curricular leadership, explores and extends partnerships, manages the School of Visual Arts, while promoting inclusivity.