Business Process Project Assistant
Immediate Opening

What it’s Like to Work at VTTI - https://www.youtube.com/watch?v=Nj4VWviw5JA&t=1s

Position Title: Business Process Project Assistant
Position Type: Paid Position $15.00 per hour.

Position Description: The Virginia Tech Transportation Institute (VTTI) Center for Technology Development (CTD) is currently seeking a business trained or skilled project assistant to design, develop and implement business processes to support the project management function. Work is expected to include documenting existing practices and processes, participating in design meetings, using project management tools, conducting training and supporting the implementation of new processes. Guidance and direction will be provided; however, initiative and independent work is encouraged.

Positive attitude and reliable attendance required. Must be able to work independently, applying professional behavior and sound judgment; also, must be able to work as a well-integrated team member.

This position will provide valuable experience to a graduate level or advanced undergraduate student of Business or Engineering with an interest in or focus on Business Process Re-engineering.

Applicants must:
- Be available to work 16 hours per week (M-F) between 7:00am and 6:00pm
  - A fixed schedule of work hours each week is required but can be based on your schedule within the above constraint
  - A minimum of 3 hours for each work period is desired
- Have computer skills or experience using Microsoft Office
- Be able to work independently on projects
- Be responsible and dependable
- Maintain strict levels of confidentiality regarding all information provided

Job Requirements: Knowledge and/or skill in business processes to include project management practices, work management controls, business communications and/or business documentation is required. Skill with the Microsoft Office suite to include Word, Excel, Projects, Teams and Visio is needed.

To apply, please send a current resume and cover letter to:
Jean Woods (jwoods@VTTI.VT.edu)

Virginia Tech is an equal opportunity/affirmative action institute.
www.vtti.vt.edu