The Occupational Programs Bi-Weekly Wrap Up
UVA Facilities Management 03.31.2023

March 31 is International Transgender Day of Visibility. FM OP celebrates our trans and non-binary colleagues today and every day. Learn more about today: https://www.glaad.org/tdov

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Apprentice Job Fair & 40th Anniversary Celebration
April 11, 2023, 9:30 to 11:30 AM
Alumni Hall
221 Emmet St S, Charlottesville, Virginia

Join UVA FM Occupational Programs, FM’s HR Business Partners, current & former apprentices, and program retirees to celebrate 40 years of UVA Apprenticeship!

Details >>

Let Us Know: You can always email FM-OHS@virginia.edu if you have suggestions or story ideas. Now there’s a new way to get in touch – Let us know by answering a few quick questions.
APPRENTICESHIP
The Apprenticeship Job Application is Posted Until April 30!

The job application for the next class of apprentices will be open until April 30, 2023.

A single application is posted for all apprenticeship tracks/trades. This application will be open to and welcomes all levels of experience. Applications for UVA FM positions are only accepted online via Workday. Current UVA employees must apply using their Workday profile. Apprentices will onboard in summer 2023.

The following documents and information are a required part of your application:

→ Cover letter
→ Resumé
→ References: Name, phone numbers, and/or email addresses of three non-family former colleagues and/or supervisors who can attest to your skills and qualifications. Recent students may use a teacher or professor they have worked with closely.
→ Letter of recommendation from someone other than a family member. Additional letters of recommendation are optional.

See the posting: https://at.virginia.edu/2023Apply4Apprenticeship

Be sure you’ve joined the email list to receive updates: http://eepurl.com/gj8Oib
We strive to send one email a month or less, unless the apprenticeship job application is open!

Email FM-Apprenticeship@virginia.edu if you have any questions.

Tradeswomen & Women Build

Thank you to the FM teammates volunteering with Habitat for Humanity of Greater Charlottesville to help build homes for our community. Habitat said:

“Teaming up with our homebuyers and Midweek Crew, this group has laid sod, installed doors and trim, painted, and hung drywall! They have been the backbone of Women Build bringing out 38 volunteers in total over three separate days. It's been a great month working with these amazing volunteers, and we look forward to having them out for future builds.”

See the updated FM Photo Album: https://at.virginia.edu/ahBFgcd

If you’re interested in volunteering at future events, contact Jessie Gammon at UAU5VC@virginia.edu.
**APPRENTICESHIP**

Job Fair & 40 Years of Apprenticeship

April 11, 2023, 9:30 to 11:30 AM

Alumni Hall  221 Emmet St S, Charlottesville, Virginia

Join community members, retirees, current apprentices and other local employers at the Apprenticeship Job Fair & 40th Anniversary Celebration at Alumni Hall. Free parking will be available during the event at the Central Grounds Parking Garage on Emmet Street.

**Local Employers & Workforce Services at the Job fair**

Be sure to stop by and check it out!
APPRENTICESHIP
Thank you

Thank you to Sam Manning and Travis Castellanos for staffing the UVA Apprenticeship table at the 38th Annual PVCC Job Fair on March 29.

If you’re interested in helping be an Apprenticeship advocate or instructor, email FM-Apprenticeship@virginia.edu.

Upcoming Pipelines & Pathways Career Building Workshops

Join the UVA Pipelines & Pathways Career Building 101 Workshop Series.

Through these virtual, interactive workshops, you will learn the basics for building your career and get the tools you need to obtain your dream job at UVA! Share these events with your friends!

All workshops are FREE AND OPEN TO THE PUBLIC and will be held live via Zoom. You may attend as many workshops as you’d like. Once you register, you will be emailed a Zoom meeting invitation link to access the workshop the day of the event.

NAVIGATING YOUR CAREER PATH—Wednesday, April 26, 2023 | 12:00pm to 2:00pm
Presented by Kaye Monroe with KDM & Associates LLC
This virtual workshop is designed to help individuals navigate the complexities of career exploration and gain a better understanding of their professional aspirations. Participants will explore various career paths, assess their skills and interests, and gain insight into the current job market. Through interactive exercises and group discussions, attendees will identify potential career paths at UVA and consider a personalized action plan for achieving their employment goals.

MAKING A LASTING IMPRESSION—Wednesday, May 24, 2023 | 12:00pm to 2:00pm
Presented by Suzannah Herrmann Tobin with SPEAK! Language Center
This virtual workshop focuses on how a job applicant can make a lasting impression on an employer while navigating work opportunities. It will explain how to design a resume and professional profile as well as answers to job interview questions memorable to potential employers. This workshop will go in-depth on the definitions of Simple, Unexpected, Concrete, Credible, Emotional and Stories (SUCCESs), which are tools that can be used for crafting your resume, professional profile, and answers to common job interview questions.

Register for these workshops: https://at.virginia.edu/1SCZ6V

If you have questions or need additional information, please contact Hollie Lee at HNL5Q@virginia.edu or 434.962.3996.
Leadership Connection: Mission First, People Always

The military has taught me a variety of lessons about leadership, both good and bad. One lesson I have learned is that leadership with vision and an eye toward results is imperative. I have heard this action-oriented mindset often referred to as a “Mission First” mentality and a predictor of great leadership. Recently when researching this theme, I was surprised to have found an addendum to the phrase, “Mission First, People Always”. The “People Always” addition was surprising and welcome.

As cited on the Military Leader webpage, author Dr. Matt Lieberman shared that leaders with either a results-driven focus or a people-oriented focus are ranked low as separate predictors of being seen as great leaders (14% & 12%, respectively). The author continues, “However, for leaders who were strong in both results focus and in social skills, the likelihood of being seen as a great leader skyrocketed to 72%.” Lieberman referred to this see-saw thinking as the “Balancing Brain,” shifting from people-focused thinking in the development of your team, and results oriented thinking when faced with required action. Practicing both sides of the leadership spectrum is truly a sign of a well-balanced leader and a great new addition to my own leadership journey.

Read more:
The Science of "Mission First, People Always" - The Military Leader:

Check out the following Workday e-Learning modules on leading with vision:

→ Leading with Vision | Workday Learning: https://at.virginia.edu/zoDGxl
→ Improving Your Judgment for Better Decision-Making | Workday Learning: https://at.virginia.edu/P0oHu3
→ Productive Leadership | Workday Learning: https://at.virginia.edu/e4Z3ql

Apply for UVA FM Jobs

Current UVA Employees Search for and apply to jobs using your existing Workday account:

See UVA HR’s How to Apply: for Internal Candidates: https://at.virginia.edu/jgLuzS

External Applicants (not currently employed by UVA) will be prompted to create a profile in Workday when applying: https://uva.wd1.myworkdayjobs.com/UVAJobs

Not all listings are available to external applicants.

Questions on job listings should be directed to AskHR@virginia.edu

See FM jobs >>
Upcoming Professional Development Opportunities

Practical Persuasion
Have you ever needed help or assistance or wanted to collaborate with someone that you work with? You may not have supervisory responsibility or the ability to direct someone to help you, but there are other techniques you can use to get the job done. One skill is the art of Practical Persuasion.

Choose from two sessions/locations:
→ April 11, 1:00-3:00 p.m., in Skipwith Hall, 112 - Upper Level Large Conference Room
→ April 12, 1:00-3:00 p.m., in HSPP West Complex Level 'O' Conference Room (G032)

Register: https://at.virginia.edu/zuotzS

Effective Negotiation
Negotiation is a practical skill that you knowingly, or unknowingly, participate in multiple times a day. Understanding the tools involved in effective negotiation, as well as planning for negotiation can make for dramatic improvements in your results. This course is designed to introduce fundamental negotiation skills and provide tools for future success with negotiation.

Choose from two sessions/locations:
→ March 21, 1:00-3:00 p.m., in Skipwith Hall, 112 - Upper Level Large Conference Room
→ March 22, 9:30-11:30 a.m., in HSPP West Complex Level 'O' Conference Room

Register: https://at.virginia.edu/zuotzS

Celebrate Earth Day Every Day!
The UVA Clean Water Working Group is hosting our second Stormwater Stencil Design Contest, which is open to students, faculty, staff and Charlottesville and Albemarle community members. From now until April 7th, we are calling artists to submit stormwater-themed stencil designs, which will both beautify sidewalks and help protect our local waterways. Two winning designs will be chosen, and both artists will receive a $100 UVA Bookstore gift card and have their stencil design used to create Rainworks!

Please help spread the word and share our Call for Artists with any colleagues, friends, and family who may be interested! The contest information and design guidelines are posted on Facebook and Instagram.

See other Earth Day celebrations on Grounds: https://sustainability.virginia.edu/earthday2023
DIVERSITY, EQUITY & INCLUSION

The FM Uniform Feedback Team!!

→ FM DEI has convened a team of employees to learn about the FM Uniform/Apparel process and create a way to collect feedback from all FM employees regarding uniforms.

→ This will help inform the Uniform/Apparel process moving forward and establish a model for inviting employees to be a part of the decisions that impact them—an equity and inclusivity best practice.

Who is on the team? Who are my representatives?

→ From Uniform Logistics and Implementation:
  → Francine Chambers and June Bates

→ From E&U:
  → Bryce Anthony and Lee Meadows

→ From Operations:
  → Wayne Bourne, Maria Contreras Gomez, and Chris Ward

→ From CC&R:
  → Matt Proffitt and Emery Wilder

→ From HSPP:
  → Zach Carter and Chelsea Reynolds

How can I be involved?

→ Reach out to your representative, share your experiences with FM uniforms/apparel
→ Ask your representative to share information they’re learning
→ Questions? Email FM-DEI@virginia.edu
→ Participate—get ready for the team to collect your feedback this June!

Translate this page with the QR Code or click this link:

https://tinyurl.com/557ust6s
Things to know about:

→ The ability to request Education Benefits has been updated from 1 year to 6 months of service in a benefits-eligible position:

Personal Eligibility

- Be a full-time or part-time (20+ hours) benefits-eligible employee (Classified Staff, University Staff, Faculty, and Professional Research Staff).
- **Have had six months of service in a benefits-eligible position at UVA by the start date of the class** with the intent to remain on the active payroll during the entire term of the class. Eligible service time for this benefit does not include employment at previous state agencies, temp, or wage employment.

Temporary, wage, and other non-benefited employees are ineligible for the Education Benefit.

→ **FEAP Community Resource Service** helps members of the UVA community connect with local organizations who can assist with basic needs such as housing, clothing, utilities, and food, as well as assistance with personal budgeting and finance strategies.

→ Questions about retirement planning or personal finance? Call the FEAP Community Resource Service today at (434) 243-2643 or fill out their online form here: [https://uvafeap.com/contact-us](https://uvafeap.com/contact-us)

→ Learn more about these services here: [https://uvafeap.com/counseling-services/community-resource-support/financial-resources](https://uvafeap.com/counseling-services/community-resource-support/financial-resources)

→ **FEAP Employee Assistance Fund**—FEAP also manages a great Employee Assistance fund that employees can use for emergency funds and also contribute to—the fund only exists because of contributions so if you’re able to give, please consider donating to keep this fund afloat for us all to use!

→ Need emergency funding or want to donate? Learn about both here: [https://uvafeap.com/counseling-services/community-resource-support/employee-assistance-fund](https://uvafeap.com/counseling-services/community-resource-support/employee-assistance-fund)

Questions about FEAP Community Resources and Assistance Fund?

Contact Rodney Diehl, FEAP Consultant, Crisis & Care Coordination at (434) 995-8305 or bkg9bg@virginia.edu

Translate this page with the QR Code or click this link: [https://tinyurl.com/448yxrk](https://tinyurl.com/448yxrk)
DIVERSITY, EQUITY & INCLUSION

UNIVERSITY OMBUDS
What Services does the Ombuds Provide?

The Ombuds will:

→ Listen to you and discuss your problems/concerns, identifying and evaluating options to resolve problems.
→ Provide information on resources within the University that may help you.
→ Open avenues of communication and, while protecting confidentiality, make informal inquiries to gather relevant information.
→ Serve as a neutral party and offer informal intervention upon request.
→ Identify problem areas facing faculty, staff, and students and recommend changes in University policies and procedures.

Learn more and contact the UVA Ombuds by the information below:

Amanda Monaco, UVA Ombuds

SCHEDULE AN APPOINTMENT

→ (434) 924-7819
→ ombuds@virginia.edu
https://ombuds.virginia.edu/

Translate this page with the QR Code or click this link:
https://tinyurl.com/ne43an8m
FM Inclusive Excellence Team

Climate and Intergroup Relations

Is proud to bring coffee and pastries to your teams on Wednesday, April 5th

as a way to say THANK YOU for who you are and all you do every day.

Questions? Ask your team who your ‘Point of Contact’ is for delivery and they can share details with you.

Questions or comments about DEI updates? Email FM-DEI@virginia.edu
OCCUPATIONAL HEALTH AND SAFETY

Did You Know? Walking Working Surfaces
A “Walking Working Surface” is defined as:

Any horizontal or vertical surface on or through which an employee walks, works, or gains access to a work area or workplace location.

Examples of Walking Working Surfaces:

- SIDEWALKS
- ROOFTOPS
- LADDERS
- STAIRWAYS
- CATWALKS
- RAMPS
- STAGES

- PARKING LOTS
- SCAFFOLDING
- BATHROOMS
- SHOP FLOORS
- PLATFORMS
- HALLWAYS
- ELEVATORS

- AISLES/PASSAGEWAYS
- JOBSITE/PROJECT AREA
- LOADING DOCKS
- BREAK ROOMS
- WAREHOUSE FLOORS
- OFFICE BUILDING FLOORS
- STAGING AREA

With slips, trips, and falls being one of the most common causes of workplace injuries, it is important to keep good housekeeping and safety practices in place for every walking working surface.

Safety Tips to Remember:

→ Clean spills immediately.
→ Keep cords, cables, materials, and equipment out of walkways and doorways unobstructed.
→ Wear proper slip resistant footwear.
→ Inspect ladders, scaffolding, and fall protection regularly and before every use.
Tools for Your Toolbox: Stress Awareness

National Stress Awareness Month is recognized every year in April to encourage and create understanding on the negative effects of stress. While not all stress is bad, long periods of stress have been shown to negatively affect both physical and mental health.

Common reactions to stress include:

- Disbelief, shock, and numbness
- Feeling sad, frustrated, and helpless
- Difficulty concentrating and making decisions.
- Headaches, back pain, and stomach problems

Here are some tips for healthy ways to deal with stress:

- Take breaks from watching, reading, or listening to news stories.
- Make time to unwind! Find time for an activity that you enjoy and helps you decompress.
- Get plenty of rest.
- Avoid excessive alcohol, drug, or tobacco use. *These will all aggravate the symptoms of stress!*
- Connect with your family, friends and/or community.

*Speak with your doctor or contact [UVA FEAP](https://at.virginia.edu/8Y9TnX) if you are experiencing ongoing symptoms of stress.*

See FEAP’s *Resources in Support of Coping & Self Care* for more information:

[https://at.virginia.edu/8Y9TnX](https://at.virginia.edu/8Y9TnX)
Thank You, Safety Champions

UVA FM recognizes a Safety Champion monthly that contributes to the FM Culture of Safety. Any UVA FM employee can be an FM Safety Champion, from entry-level to management. Although all of our Safety Champions have contributed something different to UVA FM or UVA as a whole, Safety Champions in general lead by example, speak up for safety and start conversations about safety, and are willing to learn and promote new ideas to keep themselves and their colleagues safe.

Each quarter, our Safety Committee chairs recognize the past quarter’s Safety Champions with a special plaque and an R&R recommendation.

Nominate a Safety Champion in your group: [https://at.virginia.edu/y6xt35](https://at.virginia.edu/y6xt35)

Marcus Klaton, former chair of the E&U Safety Committee with Geri Findley (July 2022), Mark Polk (Sept. 2022), and Mark Evans (August 2022 with Forrest Johnson, not pictured).

Feb. 2023 Safety Champion Steve Thompson (left) with Director of FM E&U Paul Zmick.

Thank you to the following Safety Champions from the last 13 months:

- March 2022—Hasan Al Mulhem
- April 2022—Jonathan Racey
- May 2022—Cameron Ratliff
- June 2022—Jason Floyd, David Gowen, Adam Proffitt, Steve Shifflett
- July 2022—Geri Findley
- August 2022—Mark Evans and Forrest Johnson
- September 2022—Mark Polk
- October 2022—Jimmy Sayre
- November 2022—Jon Bruneau
- December 2022—Tanyia Moore
- January 2023—Dave Brown
- February 2023—Steve Thompson
- March 2023—Jamie Shifflett

You can read about their contributions at [https://www.fm.virginia.edu/depts/ohs/](https://www.fm.virginia.edu/depts/ohs/)
Reasons to celebrate are all around us!
Here are some upcoming holidays this week, both fun and serious. Click on each to learn more.

March 31: Dance Marathon Day
April 1: Education and Sharing Day
April 2: International Fact-Checking Day
April 3: National Inspiring Joy Day
April 4: International Carrot Day
April 5: National Deep Dish Pizza Day
April 6: National Burrito Day
April 7: Metric System Day
WELLNESS

Active Attacker Prevention, Response, and Notification Training

The UVA Department of Safety & Security is offering an Active Attacker Prevention and Response Training on Tuesday, April 11, 11:30 AM-12:30 PM, at Newcomb Hall South Meeting Room.

Register: [https://at.virginia.edu/HiOeoU](https://at.virginia.edu/HiOeoU)

This training is free and open to all students, faculty, and staff of the Academic and UVA Health System Divisions. For more information, contact Rachel Slotter in the Office of Emergency Management at ras5zm@virginia.edu.

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Mental Health Awareness: FEAP for Teams

Did you know that UVA FEAP can partner with your team to improve its collective health by developing a plan to address particular needs, or by developing training sessions focused on prevention and mental health awareness with a goal of fostering resilience and emotional well-being?

Contact FEAP Consultant Mary Sherman to discuss your team’s needs and interests: 434-243-2643 or mbs5n@uvahealth.org.

March is Colorectal Cancer Awareness Month

Colorectal cancer is the second deadliest cancer in the United States. Help prevent colorectal cancer or catch it early, when it’s most treatable, the Blue Ridge Health Department recommends the following tips:

Know the risk factors and practice prevention

→ Exercise regularly, maintain a healthy weight, don't smoke, drink alcohol in moderation, and eat a diet rich in fruits, vegetables, whole-grain fiber, and calcium.
→ Family history of colorectal cancer, certain inherited genetic syndromes, chronic inflammatory bowel diseases, and type 2 diabetes are also risk factors.

Watch for symptoms and take action

→ Symptoms to look for include a change in bowel habits, rectal bleeding, abdominal discomfort, weakness and/or fatigue, and unexplained weight loss.
→ If you experience these symptoms, speak with a healthcare provider immediately.

Get screened

→ Screening can prevent colorectal cancer through the detection and removal of precancerous growths called polyps. Screening can also detect cancer at an early stage, when treatment is usually more successful.
→ People at average risk should start screening at age 45, and those at higher risk may need to get checked earlier.

The Colorectal Cancer Alliance (CCA) also provides a free screening recommendation based on your individual risk factors at quiz.getscreened.org. For more information about colorectal cancer, visit ccalliance.org.
WELLNESS

Hoos Well: Don’t Forget your Rewards!
Have you completed healthy activities this quarter? The end of 2023’s first quarter is quickly approaching.

Remember to sign in to your Hoos Well portal to verify completion of reward-eligible activities between January 18 and March 31. Earned rewards will be added to the subscriber's paycheck by late April.

Learn more and access Hoos Well: https://hr.virginia.edu/wellness/earn-rewards

What to Do: Symptoms or Illness

- Any employee who is experiencing **symptoms of illness** (COVID-19, cold, or flu) should isolate/stay home, notify their supervisor, consult their healthcare provider or contact Employee Health, and get tested.

- UVA team members who are required to follow UVA Health’s policy **OCH-002** should go to Employee Health at 400 Brandon Avenue (former Student Health location) for walk-in symptomatic COVID-19 testing between 8 am and noon or between 1pm and 4 pm, Monday through Friday.

- If UVA Health team members receive positive COVID-19 test results outside of UVA Health or Employee Health, they are required to notify Employee Health at 434-924-2013 or employeehealth@virginia.edu. (This requirement does not apply to other Academic Division employees.)

At-Home COVID-19 Tests

- **Your health insurance will cover at-home over-the-counter COVID-19 tests** until May 1. Use your health insurance card at the pharmacy window.

- Individuals without insurance can access COVID-19 vaccines & testing through local **community health centers** or a **community testing site**.

- If you already have plenty of COVID-19 tests, check to see if their expiration dates have been updated by the FDA: https://at.virginia.edu/bWV3TP
OCCUPATIONAL TRAINING

FM JOB LISTINGS*

- R0045792 Systems Engineering Associate, Data Management & Analysis
- R0046311 BAS Construction Team Supervisor
- R0046229 Finance Manager
- R0035630 Geospatial Space Technician
- R0035626 Geospatial Space Analyst
- R0046182 Plumber Assistant
- R0045328 Electrician
- R0044253 HVAC Mechanic or HVAC Senior Assistant
- R0042051 Recycling Worker
- R0045637 Custodial Services Worker: Monday - Friday, 4pm - 12:30am
- R0045226 Custodial Services Worker: Monday - Friday 11:00pm - 7:30am shift
- R0042542 Controls Engineering Technician/ Senior Controls Engineering Technician
- R0042421 Custodial Services Worker: Wednesday - Sunday 12:00pm - 8:30pm shift
- R0046146 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weeknight/Weekend Day Shift
- R0045925 Custodial Services Supervisor, Evening Shift, North Grounds Zone
- R0044057 Landscape & Grounds Worker
- R0046346 Building Optimization Team Supervisor
- R0036614 Licensed Tradespeople (HVAC, Electrical or Plumbing)
- R0040639 High Voltage Electrician
- R0046368 HVAC Mechanic or HVAC Senior Assistant
- R0046336 HVAC Mechanic
- R0046102 Custodial Services Supervisor-- Multiple shifts available!
- R0044309 Custodial Services Worker, Housing: M-F 8:00am-4:30pm
- R0034727 Mason - CC&R
- R0046097 Carpenter
- R0046008 HVAC Mechanic
- R0046046 Asbestos Abatement Supervisor
- R0045899 Landscape Manager
- R0045947 University of Virginia Apprenticeship Program
- R0035502 Senior HVAC Mechanic, Night Shift, 6:00pm - 6:00am
- R0044445 Senior Welder for Utility Systems
- R0045816 Senior Pipefitter/Steamfitter
- R0036931 HVAC Mechanic
- R0045606 Zone Maintenance Supervisor
- R0040954 Senior Welder for Utility Systems
- R0035437 Sign Shop Worker
- R0045397 Custodial Services Worker - M - F 5:00 AM - 1:30 PM
- R0045150 Senior HVAC Mechanic
- R0045098 Drywall/Plaster Assistant
- R0045100 Carpenter Assistant
- R0045101 Mason Assistant
- R0045017 Zone Maintenance Supervisor
- R0036157 Historic Mason - CC&R
- R0044588 Metering Technician
- R0044371 Electrician
- R0044386 Plumber Steamfitter
- R0044377 Senior Electrician
- R0034508 Electrician
- R0030791 Instrumentation & Controls Technician
- R0042856 Part-Time Custodial Services Worker: Saturday - Sunday 12:00pm - 8:30pm shift (Wage)
- R0041953 Drywall/Plasterer
- R0042962 Senior Carpenter
- R0042657 Carpenter - Construction & Renovation Services
- R0041410 Utility Locator/Damage Prevention Technician
- R0038218 Construction Administration Manager/Senior Construction Administration Manager
- R0032242 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekday Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0041976 Computer Help Desk Tech (Student Wage)
- R0041476 IT Business Systems Analyst
- R0031374 HVAC Mechanic
- R0035775 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekday Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0031374 HVAC Mechanic

* As of 3/29/2023
Find Your Voice

Build confidence for your next speech or presentation!

Toastmasters provides a fun, safe, and supportive environment for you to practice public speaking. Along the way, you’ll build a better you!

Participating in Toastmasters will allow you to:

- Improve your public speaking and communication
- Gain confidence when speaking in front of others
- Sharpen your leadership skills
- Enjoy a competitive advantage in your workplace

Take charge of your future and join our club today.

Hoos Speaking
Weekly meetings on Wednesdays, noon–1 p.m. in person and online.

Email Narges Sinaki at ns4xq@virginia.edu to attend.

If you would like, please feel free to bring your lunch.