

NOTICE OF VACANCY



October 11, 2021

Carpenter **Part-Time Position**

SALARY: \$11/hour

STARTING DATE: ASAP

RESPONSIBILITIES:

Reporting to the Building and Structure Supervisor, perform general and finish carpentry work, including repair and maintenance of existing buildings as well as remodeling work. Must be able to perform duties such as hanging sheetrock, painting, and working with concrete and a wide range of other maintenance operations. Must be able to operate and perform maintenance on all types of power and hand tools used in the carpentry trade. Other duties as assigned by the director.

QUALIFICATIONS:

- Knowledge of cleaning methods, materials and equipment.
- Ability to perform manual tasks requiring moderate physical strength, lifting from 25-40 pounds, climbing, ladder work, crawling, overhead work, kneeling, walking and standing for extended periods.
- High School diploma or GED
- Willingness to work flexible schedule.
- Preference given to candidates with previous custodial experience.

Successful candidate must demonstrate a high degree of individual initiative and observe high standards of personal and professional integrity.

TO APPLY:

Send a completed Science & Arts application (available at <https://usao.edu/about/personnel.html>) and three references to hr@usao.edu. You may also mail them to the Human Resources Office:

University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322
ATTN: HR Office.

Application review begins **immediately** and will continue until position is filled.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment.

As required by the US Department of Education, employees are required to report violations under the Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.