

# NOTICE OF VACANCY

## POSITION TITLE: Carpenter

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**SALARY:** Dependent Upon Experience

**REPORTS TO:** Building & Structure Supervisor

**BENEFITS:** Institutional fringe package includes pension plans, life, health, dental and vision insurance

**POSITION DETAILS:** Full-time

**HOURS:** Monday-Friday

**START DATE:** As soon as possible

**SUPERVISORY DUTIES:** N/A

**ABOUT USAO:** The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see [www.usao.edu](http://www.usao.edu).

### RESPONSIBILITIES:

The carpenter will 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, EDUCATION & EXPERIENCE:

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

**TO APPLY:**

Complete the USAO application at (<https://usao.edu/about/personnel.html>). Upon completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts to [hr@usao.edu](mailto:hr@usao.edu).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.