

Carpenter's Helper

Longwood University ▪ Department of Facilities Management

The Carpenter's Helper is a temporary Summer position that will assist Longwood University's Facilities staff with various duties around campus. The Carpenter's Helper will work an average of 40 hours per week to include the option of being a first responder for after-hours call in work. Opting for the first-responder duties will entitle the individual to complimentary campus-managed housing.

Position Requirements & Responsibilities:

- Ability to interact appropriately with students, faculty, staff, Vice Presidents, and general public.
- Good with following directions as well as oral and written communications.
- Complete general work orders in a timely manner.
- General knowledge of working with basic power and hand tools.
- Install and repair door closures.
- Repair and install handrails.
- Change ceiling tiles as needed.
- Replace sheetrock and build wall structures.
- Summer repairs to residence halls.
- Clean the shop and vehicles.
- Carpentry experience preferred.
- Ability to safely lift up to 40 pounds unassisted.
- Ability to safely climb ladders.
- Standing, sitting, walking, and repetitive motion required.
- Required to work both indoors and outdoors in all types of weather, including heat and cold.
- Valid Driver's License and ability to meet Commonwealth of Virginia and Longwood University criteria for operating state/university owned vehicles required.

Position Benefits:

- Optional free housing in Longwood managed housing
- Fun working environment
- Opportunity to learn new skills

How to Apply:

- A State of Virginia application is required. Once you have completed the application, please bring a printed copy to the front desk in Bristow Hall, directly across from McDonald's. You will need to enter through the back entrance closest to the golf carts. The front desk is upstairs, through the warehouse to your left and around the corner once you pass through the door.
- Application is available at: <https://virginiajobs.peopleadmin.com>
 - After clicking the link, on the new page click the fourth bullet in the middle of the page to create and save an application but not apply. This will create a draft application.
 - If you have not applied for Virginia jobs before, you will need to create an account to create an application. If you have, just log in.
 - Click the "Continue your Application" button to create/ review your application.
 - On the final page of the document, prior to submitting, you will have the option at the top right of the grey box to open a Print Version. Click here then print. Be sure to sign all requisite pages at the end before delivering to us.

Questions: Please call 434.395.2089