

## Electricians' Assistant

Longwood University ▪ Department of Facilities Management

The Electricians' Assistant is a temporary Summer position that will serve to assist Longwood University's Facilities staff with various electrical duties around campus and may occasionally be called upon for after-hours call-ins. The Electricians' Assistant 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 and Responsibilities:

- General knowledge of working with basic tools.
- Ability to interact appropriately with students, faculty, staff, Vice Presidents, and general public.
- Good with following directions as well as oral and written communications
- Will be repairing or replacing lights, receptacles, and switches.
- Responsible for cleaning and organizing of material.
- Required to work both indoors and outdoors in all types of weather, including heat and cold.
- Ability to climb and work from elevated work stations to include ladders/ extension ladders, scaffolds, etc.
- Ability to perform physical work:
  - Able to stand for lengthy periods of time.
  - Comfortable working for long periods where you will be lifting, reaching, bending, pushing, and pulling.
  - Able to lift at least 50 lbs.
- Valid driver's license and ability to meet Commonwealth of Virginia and Longwood University criteria for operating State/University owned vehicles.

### 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.

Questions: Please call 434.395.2089

- 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.