



**Naval Academy Business Services Division**  
**Job Announcement Number: 24-060a**  
**Vacancy Open: September 18, 2024 – October 2, 2024**  
**Area of Consideration: All Qualified Persons**  
**Security Level: Tier 1 – Non-Sensitive**

## **POSITION DETAILS**

Beautician/Barber, NA-7603-07  
Flexible (0-40 hours weekly, Non-Benefited)  
\$21.54/hour + Tips

## **JOB SUMMARY**

The incumbent works on a rotation basis as needed, in the Barber and Beauty Shop of the Naval Academy Business Services Division (NABSD). The incumbent prepares, conditions and cuts the hair of male and female midshipmen, and other authorized patrons of the Naval Academy.

It's not just a job, it's a career! Join the NABSD Barbershop Team, and we'll keep the Midshipmen looking their best!

Looking for candidates with daytime availability for 3+ days a week to include Fridays, 8-hour shifts.

## **DUTIES & RESPONSIBILITIES**

While maintaining a high level of professionalism, the Barber Beautician shampoos, styles, shapes, waves, straightens, cuts and curls patron's hair when working the Beauty Shop. Cuts and shapes the hair into various cuts and styles to suit the patron. Performs scalp treatments as requested when working in the Barbershop. Works on straight, wavy, curly or kinky hair and develops a style that is appropriate and becoming to the individual. Checks condition of skin, scalp and hair of the patron for disorders such as sores, abrasions, diseases and so forth, which may interfere with the requested service or which may require medical attention.

Keeps working areas of the Barber/Beauty Shop clean and maintains tools and equipment in a sterilized and sanitary condition. Prepares needed tools and accessories so they are available when the patron arrives. Operates an automatic washer/dryer.

The incumbent is required to maintain a minimum pace of one haircut every fifteen minutes when cutting men's hair and one every forty-five minutes when cutting women's hair. The work requires the continual use of arms, hands and set of fingers and thumb to be manipulated with great dexterity. Incumbent is also required to stand, sit, bend, reach and lift light items.

## **QUALIFICATIONS & REQUIREMENTS**

Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, related experience, training, awards, and supervisory appraisal demonstrate they possess the desired knowledge, skills, and abilities (KSAs).

- Must obtain and maintain a security clearance – requires 18 years of age
- Males born after December 31, 1959 must be registered for Selective Service
- Verification of employment eligibility in the United States is required
- One-year probationary period

## APPLICATION INSTRUCTIONS

A complete online application must be submitted to be considered for a USNA NAF/NABSD position. Please visit the employment website: <https://www.usnabsd.com/about/careers/>  
Applicants may email [nabsdjobs@usna.edu](mailto:nabsdjobs@usna.edu) if unable to complete the online application.

## KNOWLEDGE, SKILLS and ABILITIES (KSAs) for this position are as follows:

**\*\*Responses must be included on the KSA portion of the online application\*\***

1. Incumbent must have completed an approved Beautician/Barber school and maintain a valid Beautician/Barber license in the State of Maryland; or have four years of Beautician/Barber experience with the ability to obtain a valid license.
2. Incumbent must have the ability to do the work of a Beautician/Barber on all types/textures of hair, including military hairstyles.
3. Incumbent must have experience in sanitation techniques as required by the State of Maryland.
4. Incumbent must have experience in the use of all equipment and materials of a Beautician/Barber.

## EMPLOYMENT PREFERENCES

Explanation of employment preferences is available on the NABSD Website. No preference is given unless requested and documented. Acceptance or declination of a regular position ends ability to claim preference for spouse or Involuntarily Separated (IVS) applicants. To claim a preference, you must attach the following documents with your employment application and request form:

- **Military Spouse:** most current military member's PCS orders, submit spousal request form and write SPOUSAL PREFERENCE on front page of the application – *(Per the CNIC 5300.206b, spouses' preferential consideration for NAF positions at the NF-3 and below)*
- **Veteran:** Page four (4) of the DD-214
- **Involuntary Separated Military Members and Dependents:** page four (4) of the DD-214 or copy of DD-1173 and write "IVS" on front page of the application. IVS preference is approved only if discharge/reentry code matches eligibility list.

*Note: Failure to provide the required information may result in loss of consideration for the position and elimination from the selection process. Please be advised that applications received after the closing date listed above will not be considered. Applications and resumes will not be returned to the applicant.*

*Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of said requirements. Applicants may be required to provide proof of education, etc. All selections are contingent on obtaining satisfactory employment reference checks.*

*We are an E-verify participant. Please be informed that applicants will be required to submit a federal government background check. As a condition of employment, the selectee will be required to participate in direct deposit/electronic fund transfer as specified in the negotiated agreement.*

*Occupants of this position must maintain the privacy of official work information and data, and demonstrate the highest level of ethical conduct.*

*DON is an EEO employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or other non-merit factor.*

*Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the office that is collecting the applications. The decision on granting reasonable accommodations will be on a case by case basis.*