

# STATE VACANCY ANNOUNCEMENT

## LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Program Assistant - \*Part-Time #50450703

**ANNOUNCEMENT NO.** 151-2019

**SALARY:** SS-409 / \$12.45 hourly

**LOCATION:** LA Military Department, STARBASE, Jackson Barracks, New Orleans, Louisiana

**OPEN:** 6 August 2019

**CLOSE:** 20 August 2019

*\*Part Time Employment is employment of no more than 20 hours per week, paid hourly, accrue sick and annual leave at reduced rate, but receive no other benefits (i.e. insurance or retirement). No Overtime allowed.*

**NOTE:** Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

**In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.**

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Required – Must have the patience and temperament to work with 5<sup>th</sup> grade students. Must have basic computer skills. Must possess good organizational skills and oral communication skills. Must have a minimum high school diploma or GED. Preferred – Associate's degree. Some experience work with Microsoft Office. Experience working as a team member. Association with Louisiana National Guard desirable.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Must attend/complete all LMD annual training and other training required for the position. Must adhere to the Code of Ethics and foster a Sexual Harassment-Free Environment.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

4. **POSITION DESCRIPTION:** Will work as an instructional aide in the STARBASE classroom and computer lab with a certified Instructor and approximately thirty 5<sup>th</sup> grade students. Prepare class for incoming participants (chairs, table configurations and materials at each station). Make students' name tag/call sign button. Prepare for upcoming experiments (curriculum schedule, photographs, charts posted). Work with Instructors to set up computer programs in Lab. Assist students with completion of classroom activities assist them with small group activity stations. Complete initial construction of combustible engine rocket. Clean up work space and common areas to include sweeping, mopping, sanitizing and dusting. Pull needed materials from storage area. Prepare class for graduation. Provide same/similar support for STARBASE 2.0 After-School Program. Notify Office Manager, Instructors or Program Director of unsafe conditions. Make the best use of time to include no personal cell phone use during work periods and limited amount of time away from work site. Act in such a manner to make a positive first impression of the program. Maintain the highest professional and ethical standards, especially courtesy and confidentiality, at all times. Report to work punctually and notify Director when unable to do so. Attend in-house staff meetings weekly or as scheduled. Strive to maintain/build the image of the program on a regular basis as evidenced by comments and contact with the general public. Work cooperatively with co-workers modeling teamwork skills for visitors (teachers/students). Assist with STARBASE Social Media Sites, when applicable. Perform other duties as assigned.

5. **APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>.** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Ms. Stephanie Decquir  
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