

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Admin Technician -*Part-Time #50450702

ANNOUNCEMENT NO. 145-2021

SALARY: MA-608 / Minimum \$10.17 / Maximum 19.96 hourly

LOCATION: LA Military Department, STARBASE, Camp Beauregard, Pineville, Louisiana

OPEN: 25 May 2021

CLOSE: Open Until Filled

**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:** High school diploma or equivalent required. Knowledge and experience in Microsoft Office (Outlook, Word, Excel, Power Point, etc.) is preferred. Knowledge and experience in working with children preferred.

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:** Follow STARBASE policies and procedures and bring inappropriate student behavior to the attention of Instructors or Director. Prepare materials and classroom for class experiments and activities. Attend and support 75% of the regularly scheduled STARBASE 2.0 afterschool meetings. Maintain a classroom environment conducive to learning (arrangement, temperature, lighting, equipment, etc.). Maintain the cleanliness of the environment. Monitor supplies/stock so that materials can be ordered in a timely manner (ordered before stock is totally depleted). Prep materials before and clean up after all experiments. Bring student issues to Directors/Instructors attention and/or assist when able. Be available/flexible for additional assignments as necessary. Adapt with staff absence. Familiarize self with day-to-day operations to fill in and support in the absence of co-workers. Complete pre-assembly materials as needed for various lessons. Prepare environment and materials as directed by Instructors, Office Manager or Program Director. Assist in keeping students positively engaged in lessons. Have testing materials (electronic & hard-copy) ready for implementation. Prepare environment and materials for STARBASE Closing Ceremony. Act in such a manner as to make a positive “first” impression for the Pelican State STARBASE Program. Follow departmental dress code/STARBASE uniform and report to work punctually each day. Use positive communication and work in a professional harmony with Administrators, co-workers, visiting staff and students as evidenced by constructive interaction. 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.

Mrs. Christina Grimmert
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