

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Program Assistant #50550083

ANNOUNCEMENT NO. 310-2022

SALARY: ME-409 / Minimum \$25,896 / Maximum \$49,941 annually

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

OPEN: 30 November 2022

CLOSE: 14 December 2022

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>

The Louisiana Military Department is an Equal Opportunity Employer and State as a Model Employer (SAME) to promote diversity and inclusion in the workplace.

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 (Word, Excel, Power Point, etc.) preferred. Knowledge and experience working with children preferred. Technology use and understanding as outlined by the International Society for Technology in Education (ISTE). Use of computer systems to run software; to access, generate and manipulate data; and to generate reports. Will also evaluate performance of hardware and software and apply basic troubleshooting strategies as needed. Apply tools for their own professional growth and productivity. Use technology in communicating, conducting research and solving problems. Utilize technology to encourage lifelong learning and to promote equitable, ethical and legal use of such resources. Apply computers and related technologies to support instruction in STEM areas. Integrate a variety of software, applications and leaning tools with STARBASE participants.

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: Assist in Administrative Tech/Office Manager duties. Take pictures and create iMovie video. Prepare graduation materials (certificates, student & teacher bags). Prep for school visit by making copies and putting materials in folders. Become proficient in all STARBASE technology uses to include, but not limited to the following: Socrative Quiz Program, Computer/printer/cricut/laser printer operations, Ipad applications, Onshape Program, Robotics implementation, etc. Assist with any other administrative/office materials. Assist Instructors in preparing all activity materials for regular program. Assist in inventory and purchase list for activity/lesson materials. Assist in organization of stock room storage and other storage areas. Assist 2.0 Coordinator in organization of lesson/activity materials. Provide on-site assistance when needed. Help to prepare rocket materials with Instructors. Familiarize self with curriculum and be prepared to co teach with Instructor. Work with Deputy Director and Instructor on schedule. Participate in and help to organize outreach events when needed. Participate in and assist in the planning of summer camp and supplemental programming. Mailroom trips and stocking new supplies. Maintain completed transcripts for all LMD training certificates. Assist all staff in adapting and implementing new DoD lessons into the curriculum. Work with Office Manager to make necessary decisions to implement program requirements based on current dynamics (ex. what pictures are needed, best time to take class photo, etc.). Guide and assist students with illness, adjustment issues and/or special needs and bring to Director/Teachers' attention. Assist in establishing and enforcing STARBASE policies and procedures for maintaining behavior and order among the students. Attend professional meetings, conferences and workshops to maintain and improve professional competence. Follow departmental dress code/STARBASE uniform and report to work punctually each day. Use positive communication and work in professional harmony with administrators, co-workers, visiting staff and students as evidenced by constructive interaction. Complete SHARP training (Sexual Harassment and Assault) and apply training to establish an environment free of bias/discrimination. Complete all LMD Employee annual safety training as required. Confer with teachers, co-workers, school support staff and administrators to resolve issues. Confer with other staff members to plan and/or adjust required materials/assistance. Readily assists other staff members in the instructional process to support the mission.

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. Dawn Riess
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