



**STATE OF LOUISIANA**  
invites applications for the position of:  
**Admin Technician 3**  
**#149525**

An Equal Opportunity Employer

**ANNOUNCEMENT NO.** 115-2024

**OPENING DATE:** July 25, 2024

**CLOSING DATE:** August 8, 2024

**SALARY:** MA-611/ \$31,221 - \$56,181 annually

**JOB TYPE:** Unclassified

**LOCATION:** STARBASE, Pineville, LA

**BENEFITS:**

Retirement: Louisiana State Employees' Retirement System (LASERS) with employer contribution & Optional Retirement Savings Account

Insurance: Medical & Optional Dental & Vision

Paid Holidays: 10 days per year, additional holidays may be proclaimed.

Paid Annual Leave: 12 days per year with increases based on tenure

Paid Sick Leave: 12 days per year with increases based on tenure

LOUISIANA  
NATIONAL GUARD



Louisiana Military Department

**STARBASE**

**Training Center Pineville**



**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.**

**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/activities, assisting in the sterilizing and disinfecting of all equipment/mat. Attend and support 75% of the regularly scheduled STARBASE 2.0 Afterschool Meetings, work to 5PM twice monthly. 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) Become proficient with STARBASE IT/software by spending 20 minutes per week, applying, troubleshooting and improving accuracy of all components utilized (PTC/On Shape/SMART System/Lego Software/Ozobots/LittleBits Program). Maintain a log/calendar to document time spent on PTC/On Shape/SMART System/Lego Software/Ozobots/LittleBits Program. Prep materials for experiments.

Bring student safety issues or concerns to director/teachers' attention and/or assist when able. Support educational program directly (instructing) and indirectly (supporting via prep, distribution, and cleanup). 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 absence of co-workers. Assist in the computer lab by walking students through the necessary steps to complete engineering software. 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, willing/comfortable with speaking/presenting to students. Have testing materials (electronic & hard-copy) ready for implementation. Prepare environment and materials for closing STARBASE 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 professional harmony with administrators, co-workers, visiting staff and students as evidenced by constructive interaction. Consult with teachers, co-workers, school support staff, and administrators in order to resolve students' behavioral and academic concerns. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula. Promote the educational process as evidenced by the sharing of ideas and participating in cooperative decision-making. Readily assists other staff members in the instructional process to support the mission. Perform other duties as assigned.

**POSITION QUALIFICATIONS:**

High school diploma or equivalent required. Good health and ability to lift 20-25 pounds required. Knowledge and experience with digital cameras and audio/visual software a plus. Knowledge and experience in Microsoft Office (Word, Excel, Power Point, etc.) is preferred. Previous classroom assistance preferred - Knowledge and experience in working with children preferred.

**ADDITIONAL INFORMATION:** Selected candidate must maintain a valid driver's license and must be willing to work a flexible schedule when needed which may include some evenings, weekends, or additional hours. Limited travel may be required.

**OTHER REQUIREMENTS:** 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.

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

- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- The LA Military Department is a substance abuse and drug free workplace. To become an employee of the Louisiana Military Department/Louisiana State Guard, the selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.

**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 but must be submitted with the LANG-LMD-H Form 10 (State Application).

- 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 point of contact below by the Close Date, no later than 4:00 p.m. CST:

Ms. Tiffany Slayter  
LMD-HR (Training Center Pineville)  
Bldg. 718 "E" St., Pineville, LA 71360  
E-mail: [tiffany.m.slayter.nfg@army.mil](mailto:tiffany.m.slayter.nfg@army.mil)  
Office: (318) 290-5394 / Fax (318) 290-5060

Ms. Wenda Woolf  
LMD-HR (Training Center Pineville)  
Bldg. 718 "E" St., Pineville, LA 71360  
E-mail: [wenda.a.woolf.nfg@army.mil](mailto:wenda.a.woolf.nfg@army.mil)  
Office: (318) 290-5392 / Fax: (318) 290-5060