



LOUISIANA MILITARY DEPARTMENT

STARBASE, Jackson Barracks, New Orleans, LA

Administrative Technician 3

50418081

ANNOUNCEMENT NO. 113-2026

OPENING DATE: July 14, 2026

CLOSING DATE: July 28, 2026

***SALARY:**

MA-611 \$31,221 - \$43,080

BENEFITS

Retirement: LASERS

Insurance: Medical, Dental, & Vision

Paid Holidays: 10 plus proclaimed

Annual Leave: 96 hours per year with tenure increases

Sick Leave: 96 hours per year with tenure increases

*Salary indicates typical starting range. Level will be determined by qualifications.

JOB TYPE: Unclassified

Current Classified employees must give up their designation to accept this position.

POSITION DESCRIPTION:

The STARBASE Administrative Technician or Office Manager, provides administrative, operational, and technical support to ensure the successful delivery of STARBASE educational program. This position serves as the primary point of contact for program communications, manages student and program records, coordinates academy logistics, prepares some instructional and graduation materials, and maintains compliance with the DoD and organizational requirements. Work with Program Assistant and Deputy Director to prepare and updates student materials prior to participant arrival. Produce required products for participating academies, including graduation materials and weekly videos. Communicate schedules with school teachers/administration and STARBASE program instructors. Maintain accurate student records, assessment data, permission forms, participation records, and academy documentation for required retention periods. Purchase and disperse classroom materials and/or equipment. Work with Assistant Budget Officer and SB program Director on purchasing, equipment (Xerox) and GSA tracking, and travel. Work with the Deputy director to become proficient in and support implementation of STARBASE technology, software, and all education programs. Serve as primary point of contact for visitors, vendors and stake holders. Answer phones, monitor program email, and route communications appropriately. Collect, review, verify, and process all required academy paperwork, including applications, rosters, permission slips, teacher and volunteer forms. Ensure all student and program records are complete, accurate, and submitted according to established timelines. Maintain required training certifications and documentation. Adhere to STARBASE policies and procedures that support a safe and orderly learning environment. Provide required reports and documentation to program leadership and external partners. Represent STARBASE program in a professional manner at all times. Follow organizational policies, attendance expectations, and workplace standards. Maintain a positive working relationship with students, teachers, staff, administrators, and community partners. Attend required professional development, conferences, workshops and training opportunities. Complete all required annual safety and compliance training. Perform administrative support for the Program Director and Deputy Director. Adapt to changing program requirements, technologies, schedules and Department of Defense initiatives. Assist with students, schedule adjustments, and communicate needs or concerns to instructional staff and leadership. Collaborate with teachers, administrators, support staff, and coworkers to resolve issues and support program operations. Assist instructional staff with classroom and academy activities as needed. Communicate operational information to staff. Assist in maintaining clean, organized, and safe classroom, office and storage areas. Support team projects, outreach and special assignments. Perform additional duties as needed.

Equal Opportunity Employer and State as a Model Employer (SAME)

POSITION QUALIFICATIONS:

Minimum Qualifications: High school diploma or equivalent required. Proficiency in Microsoft Office Suite and google documents and shared drives. Demonstrated ability to organize, maintain, and manage records, reports, and administrative documentation. Effective written and verbal communication skills. Ability to work independently while managing multiple priorities and deadlines.

Preferred Qualifications: Experience working with children in an educational, youth development, military, or community-based environment. Experience providing administrative support in an office or educational setting.

GENERAL REQUIREMENTS:

- Must have a valid Driver's License, Social Security Card and Birth Certificate.
- Must qualify to obtain a Department of Defense Common Access Card (CAC) Card.
- Must be available to report to duty during emergency or disaster situations.
Other periodic travel may be required.
- Must meet physical requirements to perform functions of the position.
- Must attend/complete all Louisiana Military Department (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:

- All LMD positions require in-office attendance. This is not a remote position.
- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- For positions requiring computer/email access selected applicant must qualify to obtain a Department of Defense Common Access Card (CAC) Card and maintain eligibility
- LMD is a substance abuse and drug free workplace. The selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.
- To become an employee of the LMD you must be a current member of the Louisiana National Guard or eligible for membership in the Louisiana State Guard.
- The selected applicant must pass a pre-employment criminal background investigation prior to employment.

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).

- **State Application:** The LANG-LMD-H Form 10 (State Application) is located at:
<http://geauxguard.la.gov/join-us/state-technician-vacancies>

Application(s) must be submitted to the appropriate LMD Human Resources point of contact below by the Close Date, no later than 12:00 a.m. CST:

Mrs. Dawn Riess

LMD-HR (LANG-JB)

6400 Saint Claude New Orleans, LA 70117

E-mail: dawn.t.riess.nfg@army.mil