



LOUISIANA MILITARY DEPARTMENT

STARBASE, Jackson Barracks, New Orleans, LA

Program Assistant

#50418078

ANNOUNCEMENT NO. 117-2026

OPENING DATE: July 15, 2026

CLOSING DATE: July 29, 2026

***SALARY:**

ME-409 \$31,221 - \$43,701

*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 Program Assistant supports the successful operation of the STARBASE program by providing administrative, instructional, and technical assistance to staff and students. This position prepare instructional materials, supplies, and equipment for daily lessons. Assist with graduation preparation, school visits, outreach events, summer camps. Supports STEM instruction and technology, assists with Advanced, and supplemental programming. Maintain inventory, organize storage areas, and assist with purchasing instructional materials. Support administrative functions, including copies, student materials, mail, and office organization. Maintain required training records and certifications. The PA helps ensure a safe, organized, and engaging learning environment. The program Assistant works collaboratively with instructors and leadership, demonstrates professionalism and accountability, adapts to changing program needs, and contributes to the overall success of the STARBASE mission through effective teamwork and high-quality customer service. Perform additional duties as assigned.

POSITION QUALIFICATIONS:

Required: High school diploma or equivalent. Strong proficiency of the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other standard office technologies. Ability to use computer systems to access, manage, and report data, perform basic hardware and software troubleshooting, and support technology-enabled learning environments. Demonstrated ability to effectively use technology to support instruction, communication, data management, and program operations.

Preferred: Experience working with children or youth in educational, recreational, or community-based settings. Working knowledge of educational technology and digital learning tools, with the ability to integrate technology into STEM instruction and participant engagement. Ability to leverage technology for professional growth, collaboration, communication, research, and continuous learning.

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

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