

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Program Assistant -\*Part-Time #50450701

**ANNOUNCEMENT NO.** 050-2016

**SALARY:** SS-411 / Minimum \$14.00 / Maximum \$16.00 hourly

**LOCATION:** STARBASE, Camp Beauregard, Pineville, Louisiana

**OPEN:** 8 June 2016

**CLOSE:** 22 June 2016

*\*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. Actual work period will be approximately 10 ½ months per year. Salary dependent on experience.*

**NOTE:** Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

#### A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

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:** Bachelor’s Degree in Human Relations Area – Education Preferred. Two years or more of experience in working with youth from diverse populations. Exceptional public relations and organizational skills. 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 learning 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). Ability to work and communicate effectively with peers, superiors and subordinates. Travel will be required. Must be available to report to duty during emergency or disaster situations.

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. Ability to work and communicate effectively with agency personnel and the public.

**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. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

**4. POSITION DESCRIPTION:** Establish and enforce STARBASE policies and procedures for maintaining behavior and order among the students. Prepare materials and meeting space for learning experiments/activities. Establish clear objectives and expectations to program participants prior to meeting/activities. Maintain accurate and complete student records as required by DoD STARBASE, LANG Educational Programs, and public/private schools. Maintain a meeting environment conducive to participant interaction and positive educational gains. Select, store, order, issue and inventory materials and supplies required to fulfill 2.0 mission. Adapt teaching methods and materials to meet students' varying needs and interests. Plan and conduct activities for a program of instruction, demonstration/application, and interaction that provides students with opportunities to observe, question, and investigate. Instruct student in groups, using highly motivational teaching methods such as discussions, investigations, demonstrations and applications. Clarify objectives for all meetings to program participants – notify participants immediately of changes or adaptations. Guide and counsel students with adjustment and/or academic problems, or special academic interests. Maintain meeting calendar to include objectives, key personnel involved, and logistical needs/concerns. Present approved curriculum to program participants as documented by calendar and meeting summary. Become proficient and implement all STARBASE Technology/Software. Utilize computers, audiovisual aids, and other equipment and materials to supplement presentations. Enforce administrative policies and rules governing students. Attend professional meetings, educational conferences, and teacher training workshops in order 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. Consult with teachers, co-workers, school support staff, professional mentors and administrators in order to resolve students' behavioral and academic concerns. Confer with other staff members to plan and schedule meetings/lessons promoting learning, following approved STEM curriculum. Promote the educational process as evidenced by the sharing of ideas and participating in cooperative decision-making. Readily assists program participants in the instructional process to support the mission. Must attend/complete all mandatory LMD training (Ethics, SHARP, Suicide Prevention, etc.) and fosters sexual harassment free environment. 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/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

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