

WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
PERMANENT PART-TIME POSITION VACANCY
ANNOUNCEMENT ANNOUNCEMENT NUMBER: ML 220504

OPENING DATE: 03 May 2022

CLOSING DATE: OPEN UNTIL FILLED

LOCATION: STARBASE Charleston, 130th Airlift Wing, 1679 Coonskin Drive, Charleston, WV 25311

JOB TITLE: MA Administrative Operations Clerk 1

FUNCTIONING TITLE: Instructor Assistant

STARTING SALARY RANGE: \$20,000 - \$28,000 per year

How to Apply:

Anyone interested in applying for this position **must submit** the following:

1. a completed WV Military Authority Application
2. a resume which includes THREE PROFESSIONAL REFERENCES

Application materials must be submitted to: **West Virginia Military Authority, Attn: HR – Employment Applications, Rm 157, 1703 Coonskin Drive, Charleston, West Virginia 25311 or you may email to deborah.s.taylor28.nfg@army.mil or fax to 304-561-6321.** APPLICATIONS MUST BE RECEIVED BY CLOSE DATE.

The application is available for download at: <https://militaryauthority.wv.gov/Pages/default.aspx>

Questions about the position may be directed to: Robin Barnette, Program Director; Phone: (304) 341-6440; Email: robin.barnette@us.af.mil

OVERVIEW:

STARBASE Charleston is seeking an enthusiastic and talented applicant to fill the position of Instructor Assistant at our location in Charleston, WV. This is a Permanent Part-Time position with benefits under the WV Military Authority (State of WV).

STARBASE is a Federally-funded Science, Technology, Engineering, and Mathematics (STEM) outreach program hosted by the 130th Airlift Wing in Charleston, WV. The purpose of the program is to inspire at-risk youth (primarily at the fifth-grade level) to pursue academic and career paths in STEM-related fields through intensive hands-on learning experiences with practical applications in an exciting classroom environment. Students typically attend STARBASE for five consecutive days for a total of 25 contact hours. Classes are taught during the school day and summer. Approximately 2,000 students participate in the program each year.

Typical work hours are 0700-1530 M-F. Occasional evening or weekend work could be required.

DUTIES AND RESPONSIBILITIES:

- Provides assistance to the classroom Teacher.
- Provide dynamic classroom instruction to participating students utilizing a variety of strategies that build on students' natural curiosity to explore, experiment, and discover.
- Maintain records and files.
- Organizes and manages classroom(s).
- Prepares classes.

- Provide individual attention and assistance as required to meet the varied needs and abilities of the learners.
- Assist in the implementation and coordination of the STARBASE 2.0 afterschool program.
- Work independently as well as with a team to effectively complete tasks.
- Comply with all applicable safety rules, standards, and regulations.
- Complete other non-teaching, program-related projects and tasks as assigned.
- Occasional out of town travel is required (normally fewer than 10 days per year).

MINIMUM QUALIFICATIONS:

Must have a high school diploma or equivalent.

SPECIAL REQUIREMENTS

1. Successful candidate must be able to pass an extensive background check and obtain a security clearance as a condition of employment. Failure to obtain a security clearance within 3 months of employment may result in termination of employment.
2. This position is contingent upon continued receipt of Department of Defense funding.
3. This position falls under the WV Public Employees Retirement System.
4. WVMA is an Equal Opportunity Organization, consideration will be given to all qualified applicants without regard to race, color, religion, sex, national origin, politics, age, membership or non-membership in an employee organization.
5. **A pre-employment drug screen is mandatory.**

Phillip Cantrell
Director, WVMA