

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #25-004**

OPENING DATE: 18 JULY '25 CLOSING DATE: 01 AUG 25 AGENCY: 5709 PIN: 102

POSITION: Program Manager (STEM Program Instructor)

STARTING SALARY: \$72,553.00

LOCATION OF POSITION: Flowood, MS - Thompson Field/172 AW 141 Military Drive Jackson, MS 39232

TELEPHONE INQUIRIES: Mitzy Hopson (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to: mhopson@mil.ms.gov; **Or Hand Delivered to: STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237; **Or Mailed to:** MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON THE CLOSING DATE.

SPECIAL CONDITION: MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory.

documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.

Employee will undergo an extensive background check. The data may be used as part of a review process to evaluate eligibility for continued employment.

MINIMUM QUALIFICATIONS:

1. A bachelor's degree, in a STEM field or education (MA or MS preferred).
2. Three years of elementary education experience is preferred.
3. Ability to actively engage with and teach students using hands-on STEM methods.
4. Excellent oral and written communication skills.
5. Knowledge of program evaluation methods and development of outcome measures.
6. Proficient with Microsoft Office products.
7. Proof of Teacher's certificate with a copy submitted with application.
8. Proof of education with a copy of diploma or transcript must be submitted with application.
9. Proof of valid driver's license must be submitted with application.
10. Applicants must be able to lift/carry a minimum of 40 pounds and climb stairs.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Provide classroom instruction of approved curriculum, ensuring to present in a manner that is engaging, hands-on, and inspiring to and actively involves the students.
2. Coordinate with the director and deputy director to develop and implement a daily instructional schedule for delivery of curriculum.
3. Suggest modifications and enhancements of existing curriculum with direction and guidance from the deputy director and director.
4. Plan and assist with the development and implementation of summer camps.
5. Implement classroom management practices that engage and inspire participants through hands-on-learning opportunities.
6. Work collaboratively with the director and deputy director to plan and implement professional development activities that promote individual and organizational growth and lead to overall improvement.
7. Performs other duties as assigned or directed.

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age, and gender requirements to positions which are military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 05/22)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, website: www.ng.ms.gov; or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6368). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE OF APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND CHECK.