

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085**

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML260720**

OPENING DATE July 24, 2026:

CLOSING DATE: August 7th, 2026

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

JOB TITLE: WVMA Administrative/Operations Specialist

WORKING TITLE: Office Manager

STARTING SALARY RANGE: \$42,738.00 to \$62,024.00 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
3. a photocopy of your teaching certificate(s) if applicable
4. OPTIONAL: additional information (electronic portfolio, letters of recommendation, documentation of professional development, etc.)

Application materials must be submitted to: **West Virginia Military Authority, Attn: HR – Employment Applications, 1703 Coonskin Drive, Charleston, West Virginia 25311 or you may email to ng.wv.wvarng.list.ma-hro@army.mil or fax to 304-561-6321.**

The application is available for download at:

<https://militaryauthority.wv.gov/Resources/Pages/Job-Postings.aspx>

OVERVIEW:

STARBASE Charleston is seeking an enthusiastic and talented applicant to fill the position of Office Manager at our location in Charleston, WV. This is a 12-month, full-time, salaried position under the WV Military Authority (State of WV), and includes a generous State benefit package (insurance, retirement, etc.).

STARBASE is a Federally funded Science, Technology, Engineering, Arts & Design, and Mathematics (STEAM) 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 STEAM-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 0730-1600 M-F. Occasional evening or weekend work will be required.

DUTIES AND RESPONSIBILITIES:

Assists the Director in developing and implementing the STARBASE program.

- Manages the administrative functions of the program.
- Assists in preparing classroom for incoming classes along with the day-to-day operations such as working with instructors and students as needed during instruction and cleaning up.
- Maintains correspondence and files for the program as well as compiling statistics and data for submission to the Department of Defense and National Guard annual reports.
- Acts as a liaison to participating schools in such a way that it conforms to the highest professional and ethical standards.

- Acts as a frontline for communication and reception for the program.
- Receives visitors and telephone calls to the office, determines the nature of requests and directs the appropriate staff if needed.
- Maintains completed certificates and training evaluations for all required training.
- Maintains and organizes official confidential records of all students and schools that participate and have participated in the program.
- Assists in the West Virginia state-controlled purchasing duties.
- Distributes, collects, and verifies completion of necessary paperwork along with providing professional correspondence to attending schools.
- Guides and assists students with special needs, adjustment issues and arising illnesses.
- Must effectively communicate with program director, deputy director, instructors and attending teachers, and school administrators.
- Assist in the implementation and coordination of the STARBASE Advanced after-school 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.
- Daily organization and cleaning of classrooms, bathrooms and common areas.
- Perform cleaning services such as sweeping, mopping, vacuuming floors, and washing classroom materials daily, walls, windows, mirrors or fixtures.
- Moves furniture, loads and unloads supplies, moves equipment by hand or with dollies and performs other manual tasks.
- Occasional out-of-town travel is required (normally fewer than 20 days).

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be highly motivated, self-started individual with attention to detail and the ability to multitask while working with a team.
- Ability to communicate effectively with students, instructors, administrators, and public officials.
- Computer skills to include Microsoft Word, PowerPoint, Excel and Access.
- Experience in generating and manipulating data to generate detailed reports.
- Knowledge of state purchasing procedures and the use of a purchasing card.
- Ability to establish and maintain effective working relationships.
- Knowledge in K-12 education and experience working with children.

QUALIFICATIONS

- High School Diploma

SPECIAL REQUIREMENTS

1. This position is contingent upon continued receipt of Department of Defense funding
2. This position falls under the WV Public Employees Retirement System.
3. 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.
4. 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.
5. As a condition of employment, STARBASE employees are required to wear the required embroidered STARBASE polo shirts.
6. Valid driver's license REQUIRED.
7. State positions announced by the Adjutant General are at-will employment positions. The term at-will means that the employee may be terminated at any time without cause.