

Extension Associate (Project Coordinator - Nutrition
Education Programs)
LSU AgCenter

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Posted Dec. 23, 2019, set to expire Apr. 23, 2020

Job Title	Extension Associate (Project Coordinator - Nutrition Education Programs)
Department	School of Nutrition and Food Sciences
Institution	LSU AgCenter Baton Rouge, Louisiana
Date Posted	Dec. 23, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Faculty Associate
Academic Field(s)	Agricultural Extension Agricultural - General
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Job Description

Extension Associate
(Project Coordinator - Nutrition Education Programs)

(This is a grant-funded, non-tenure track position. Continuation will be dependent on funding, job performance, and continued need for the appointment.)

Work Location: School of Nutrition and Food Sciences, Louisiana State University Agricultural Center, Baton Rouge, Louisiana.

Responsibilities: This position will hold an academic rank of either Instructor or Extension associate, to be determined based on final duties assigned and credentials of the candidate selected. The Project Coordinator Nutrition Education Program (NEP) is responsible to the Director of the School of Nutrition

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and Food Sciences and under programmatic direction of the PIs of both the Expanded Project Coordinator (Nutrition Education Programs) Food and Nutrition Education Program (EFNEP) and the Supplemental Nutrition Assistance Program Education (SNAP-Ed). The project coordinator will work as a team member and participate in the proposal development, auditing processes and development of EFNEP and SNAP-Ed plans, assist with monitoring and compiling of Federal and state reports (i.e., financial, impact reports, and state reporting.) The project coordinator will provide support to parish and state office faculty and staff; travel to various parts of the state to deliver programmatic support and training to agents and educators; conduct parish visits to identify needs and ensure compliance of EFNEP and SNAP-Ed; travel out of state periodically for professional development. Additionally, the project coordinator will be responsible to coordinate the certification program for nutrition educators.

Qualification Requirements: Master's degree in nutrition, health education or related degree, experience in project management, including basic accounting and human resource management skills, and prior supervisory and/or experience in cooperative extension in nutrition education and delivery. Effective human relations skills are required to work with a variety of people. Ability to effectively communicate verbally and in written form with a variety of audiences is required. Effective knowledge of technology, particularly with Microsoft software and social media, is required. Familiarity with Workday is highly desirable.

Salary and Benefits: Salary will be commensurate with education and experience. The LSU AgCenter has an attractive benefits package with a wide variety of benefit options. Current benefits offered include retirement, multiple medical insurance options, supplemental insurances (dental, life, long-term disability, accident, vision, long-term care, etc.), Tax Saver Flexible Benefits Plan (saves tax dollars on some child care and medical expenses), university holidays (14 per year, typically includes a week off at Christmas), generous annual (vacation) and sick leave benefits, Employee Assistance Program, and possible educational leave and tuition exemption for coursework at campuses of the LSU System. Specific benefits depend on job category, percent effort and length of employment.

Application Deadline: January 15, 2020 or until a suitable applicant is located.

Application Procedure: Apply online at <https://lsu.wd1.myworkdayjobs.com/LSU> (or through Workday for internal applicants) by attaching cover letter stating qualifications and career goals, curriculum vitae and contact information of three professional references. Paper, faxed or emailed application materials will not be accepted, except that in lieu of attaching the recommendation letters online, they may be sent directly to:

Jennifer Marceaux
School of Nutrition and Food Sciences



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Project Coordinator (Nutrition Education Programs)

Louisiana State University Agricultural Center

291 Knapp Hall

Baton Rouge, LA 70803

Phone: (225) 578-1509; Fax: (225) 578-4443

Email: jmarceaux@agcenter.lsu.edu

Website: www.lsuagcenter.com

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact