

Research Associate
LSU AgCenter

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Posted Jan. 2, 2020, set to expire May 3, 2020

Job Title	Research Associate
Department	Office of Sponsored Programs and Intellectual Property
Institution	LSU AgCenter Baton Rouge, Louisiana
Date Posted	Jan. 2, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Food & Nutritional Science Agricultural - General
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Job Description

Research Associate

Work Location: Office of Sponsored Programs and Intellectual Property, Louisiana State University Agricultural Center, Baton Rouge, Louisiana.

About the LSU Agricultural Center: The LSU AgCenter, is one of nine campuses within the broader LSU enterprise (LSU System). The LSU AgCenter includes the Louisiana Agricultural Experiment Station, which conducts agricultural-based research, and the Louisiana Cooperative Extension Service, which extends the knowledge derived from research to the people of the state. The AgCenter is headquartered in Baton Rouge and has 12 “on campus” academic departments and five regions which are made up of 17 branch research stations and an extension office in each parish. For more information, visit the AgCenter’s web site at www.lsuagcenter.com. Administratively aligned with the

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AgCenter is the LSU A&M campus's College of Agriculture which oversees the teaching function. Many AgCenter faculty hold joint appointments with the College of Agriculture so coordination is important.

Responsibilities: The Research Associate Specialist works on a collaborative team of employees who provide administrative support to the contract and grant processes for the campus, intellectual property and technology transfer. The Research Associate will focus primarily on these duties as applied to the LSU Food Incubator and otherwise assisting in the day-to-day operations of the LSU Food Incubator.

Duties for the position include assisting with the following:

- Updating Sponsored Programs and Intellectual Property databases
- Disclosure review and technology scoring
- Negotiation of Non-disclosure and material transfer agreements
- Licensee compliance
- Food Incubator (FI) client relations
- Monitoring and assisting FI client production activities
- Billing and accounting for FI
- FI promotional product assembly
- FI Young Entrepreneur projects
- Preparing routing forms, budgets and proposals for FI projects
- Other duties as assigned

Qualification Requirements: Minimum Qualifications is a Bachelor's degree. Demonstrated penchant for attention to detail. Demonstrated ability to explain university policies, regulations, statutes and guidelines to others; Negotiation skills sufficient to negotiate the terms and conditions of basic university transactional agreements, or demonstrated ability to develop such a skill set; Ability to work on multiple projects simultaneously and to interact with individuals at multiple levels and disciplines; Proven ability to work effectively under pressure to meet deadlines including ability to prioritize; Demonstrated ability to work independently and follow through on assignments; Strong computer and internet skills; Excellent verbal and written communication skills; Ability to think critically, flexibly and analytically. Preferred Qualifications include experience with technology evaluation for market potential; Familiarity with Wellspring Sophia database; Familiarity with basic accounting principles; Experience in planning, developing, implementing and conducting training workshops and programs. Ability to work in a small multi-function office environment with cross trained team members.

Salary and Benefits: Compensation will be on an hourly basis and will be commensurate with qualifications 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



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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 9, 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, resume, transcripts, and three letters of recommendation. 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:

Human Resource Management
103 J.N. Efferson Hall
Baton Rouge, Louisiana 70803
Email: SMSmith@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