

Project Specialist
LSU Agricultural and A&M College

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Posted Sep. 23, 2021, set to expire Jan. 23, 2022

Job Title	Project Specialist
Department	East Baton Rouge Parish
Institution	LSU Agricultural and A&M College Baton Rouge, Louisiana
Date Posted	Sep. 23, 2021
Application Deadline	Oct. 15, 2021
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Agricultural - General
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Job Description

POSITION VACANCY ANNOUNCEMENT

Project Specialist

WORK LOCATION: Office of the Vice President for Agriculture, LSU AgCenter, Baton Rouge, LA.

FUNCTION: The Project Specialist position provides administrative, programmatic, and project support for the Associate Vice President for Administration.

About the LSU Agricultural Center: The LSU AgCenter, is one of eight 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

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information, visit the AgCenter's web site at www.lsuagcenter.com. Administratively aligned with the 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.

POSITION DESCRIPTION: Provides and supervises the administrative support functions for the Associate Vice President for Administration including scheduling, meeting arrangements, correspondence and reports, record-keeping, and routine business activities. Handles a wide range of business functions involving accounting, purchasing, payroll, and procurement. May be assigned various projects. Examples are office business plans, procedural manuals, and inventory. Reports directly to the Associate Vice President for Administration.

Duties will cross all administrative areas and the successful applicant will need to be involved closely with programmatic matters in order to properly perform duties. Must be able to act independently and make daily decisions based on an understanding of statewide organizational goals, culture, and philosophy. A key component will be working with and providing technical guidance to other administrators, directors, department heads, and administrative staff. Must stay abreast of policies, provide technical assistance, and ensure compliance. Maintains close working relationships with a broad range of offices and personnel throughout the AgCenter and external collaborators and stakeholders. Performs related duties as assigned.

QUALIFICATION REQUIREMENTS: A baccalaureate degree, preferably in a field related to the duties of this position. Must have two years of related experience. Requires strong interpersonal, organizational, communication, and administrative skills.

SALARY AND BENEFITS: Salary will be commensurate with qualifications and experience. The LSU AgCenter has an attractive benefits package with a wide variety of benefit options. 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.

DATE AVAILABLE: Upon completion of the selection process.

APPLICATION DEADLINE: October 15, 2021 or until a suitable candidate is identified.

APPLICATION PROCEDURE: Must apply online at <https://LSU.wd1.myworkdayjobs.com/LSU> by



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attaching cover letter with resume. (Paper, faxed or e-mailed application materials will not be accepted.) Original transcripts will be required prior to hire. For more information contact:

Hampton J. Grunewald
Associate Vice President
Louisiana State University AgCenter
101 J. Norman Efferson Hall
Baton Rouge, Louisiana 70803
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Web site: www.lsuagcenter.com

The LSU Agricultural Center is a statewide campus of the LSU System and provides equal opportunities in programs and employment. An Equal Opportunity/Affirmative Action Employer.

Contact Information

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

Contact