

Louisiana Cooperative Extension Service Executive
Secretary, Louisiana FFA Assoc.
LSU AgCenter

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Posted Sep. 17, 2024, set to expire Jan. 17, 2025

Job Title	Louisiana Cooperative Extension Service Executive Secretary, Louisiana FFA Assoc.
Department	East Baton Rouge Parish
Institution	LSU AgCenter Baton Rouge, Louisiana
Date Posted	Sep. 17, 2024
Application Deadline	Nov. 1, 2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Agricultural - General
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Job Description	

POSITION VACANCY ANNOUNCEMENT

Job Description

General Information: The Executive Secretary for the Louisiana FFA Association plays a pivotal role in the advancement of agriculture education with the state's public and private grade school sector. The primary responsibility of this position is to provide leadership to the Louisiana FFA Association which is an integral part of the agricultural education program in Louisiana. The Louisiana FFA Association is comprised of over 13,000 FFA members, and nearly 300 agriscience teachers in 215 chapters within the state.

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Lines of Authority: This position reports directly to the Louisiana Agricultural Education Executive Director/State FFA Advisor within the LSU AgCenter. The position will directly supervise the Leadership Development Specialist and undergraduate assistants.

Position Description: Provide leadership for the Louisiana FFA Association, including:

- Supervise the Leadership Development Specialist and undergraduate assistants
- Serve as the agent of the Louisiana FFA Association Executive Committee
- Develop and manage the state FFA budget
- Manage the state FFA delegate process
- Provide overall supervision of FFA student officer programs
- Coordinate and manage State Convention, Leadership Camp, Area Officer Training, and State Leadership Delegates Conference
- Coordinate and manage state FFA award and recognition programs
- Manage the state FFA website
- Plan, manage, and supervise select Career and Leadership Development Events
- Serve as a representative for Louisiana for the National FFA Organization as needed
- Perform other duties and/or special projects as assigned

Qualification Requirements: Bachelor's degree or equivalent in Agricultural Education or a closely related discipline. Three years of agriscience teaching experience at the middle or high school levels. Bachelor's degrees in other disciplines may be considered if combined with an additional five years of agriscience teaching experience at the middle or high school levels, beyond the initial three years required. Master's degree or equivalent in Agricultural Education or a closely related discipline as well as proven experience in planning, writing and securing extramural funding is preferred.

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



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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: November 1, 2024 or until a suitable candidate is identified. The interview process will start in November 2024.

Application Procedure: Must apply online at <https://lsu.wd1.myworkdayjobs.com/LSU> (or through Workday for internal applicants) by attaching a letter of application and vita, résumé, university transcripts, and three letters of recommendation. Paper, faxed or e-mailed application materials will not be accepted, except that in lieu of attaching the reference letters online, they may be sent directly to:

Mr. Cade LeJeune

Executive Director Louisiana FFA Association

Search Committee Chair

Baton Rouge, LA 70803

Phone: 225-578-2196

Email: clejeune@agcenter.lsu.edu

Website: www.lsuagcenter.com



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

Contact Information

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

Contact