

Coordinator  
LSU AgCenter

Direct Link: <https://www.AcademicKeys.com/r?job=247460>

Downloaded On: Oct. 28, 2024 4:49am

Posted Oct. 22, 2024, set to expire Feb. 21, 2025

<b>Job Title</b>	Coordinator
<b>Department</b>	East Baton Rouge Parish
<b>Institution</b>	LSU AgCenter Baton Rouge, Louisiana
<b>Date Posted</b>	Oct. 22, 2024
<b>Application Deadline</b>	Nov. 5, 2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Agricultural - General
<b>Apply Online Here</b>	<a href="https://lsu.wd1.myworkdayjobs.com/LSU">https://lsu.wd1.myworkdayjobs.com/LSU</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

POSITION VACANCY ANNOUNCEMENT

**Job Description**

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

**Work Location:** School of Renewable Natural Resources, LSU Agricultural Center, Baton Rouge, Louisiana

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**Position Description:** Serve as webmaster for RNR web pages; work with faculty to maintain their professional web pages. Work on updating all digital outlets. Assist in the preparation of regularly scheduled reports. Help organize School outreach activities (e.g., schedule meetings, manage calendars, prepare presentations, etc.). Collects and analyzes data (e.g., organizes and assembles data, disseminates information, etc.). Good in statistical and graphical analysis of data. Maintain databases. Request or acquire equipment or supplies necessary. Acquire promotional materials. Support School Director's research/outreach activities. Other duties as assigned.

**Qualification Requirements:** Applicant must hold a bachelor's degree is required, and a master's degree is preferred in a relevant discipline from an accredited college or university. Relevant work experience is required.

#### Technical Capabilities

- Computer proficiency (e.g., Word, Excel, PowerPoint, etc.).
- Web page skills.
- Experience with statistical and graphic packages.

#### Soft Skills

- Planning and scheduling skills.
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Oral and written communication skills.

- Collaborative.
- Time Management skills.
- Emotional intelligence and interpersonal skills
- Ability to multitask.
- Attention-to-detail.
- Good judgment.

**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, including 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 completions of the interview process

**Application Deadline:** November 5, 2024 or until suitable candidate is located.

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**Application Procedure:** Apply online at <https://LSU.wd1.myworkdayjobs.com/LSU> (or through Workday for internal applicants) by attaching cover letter expressing interest, goals, and suitability for the position, curriculum vitae, official transcripts, names and contact information for at least three professional references, and any other pertinent information. Questions about the online application system should be directed to the HRM Office at 225/578-0324. (Paper, faxed, or emailed application materials will not be accepted.) In lieu of attaching the letters of reference, they may be sent directly to:

Dr. Allen Rutherford

Director

227 Renewable Natural Resources Building

Louisiana State University Agricultural Center

Baton Rouge, LA 70803

Phone: (225) 578-4131

E-mail: [drutherford@agcenter.lsu.edu](mailto:drutherford@agcenter.lsu.edu)

Web site: [www.lsuagcenter.com](http://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 Employer.

### Contact Information

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



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**Contact**

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