

Extension Associate (LCES Administration)
LSU AgCenter

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Posted Dec. 6, 2024, set to expire Nov. 9, 2025

Job Title	Extension Associate (LCES Administration)
Department	East Baton Rouge Parish
Institution	LSU AgCenter Baton Rouge, Louisiana
Date Posted	Dec. 6, 2024
Application Deadline	Jan. 5, 2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Agricultural - General
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Apply By Email	
Job Description	

POSITION VACANCY ANNOUNCEMENT

Work Location: This position will support administrative and programmatic initiatives, as well as professional development and training associated with the Louisiana Cooperative Extension Service. Additionally, this position will provide general administrative support for the Louisiana Cooperative Extension Service (LCES) Director and Associate Director of Extension Administration. This position will report directly to the Extension Director. The LCES has a statewide mission, supporting programs throughout the state, at 64 parish offices, 14 research stations and 10 on-campus departments. The position will be domiciled LSU A&M – main campus in Efferson Hall, LSU AgCenter Administration Building.

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Position Description: The incumbent will perform and provide coordination for a wide range of activities including but not limited to the following:

- Working with and through the extension director and associate director of extension administration to plan and coordinate extension onboarding and other professional development initiatives including the extension summit, annual conference, extension mandatory onboarding and extension administration monthly meetings
- Management and oversight of LCES extension internship program.
- Production of infographics and marketing materials to support the general mission of the LCES
- Updating and maintaining extension web pages on the lsuagcenter.com site and managing social media presence for LCES
- Updating and maintaining extension listserves, and aspects of the AgCenter directory
- General administrative support will cross all administrative areas, and the successful applicant will need to be involved closely with programmatic matters to properly perform duties. Must be able to act independently and make daily decisions based on an understanding of extension director and organizational goals, culture, and philosophy. This position will serve as liaison with AgCenter central business and administrative offices. The successful candidate will be expected to understand and support all AgCenter policies, provide technical assistance, and ensure compliance.
- Fiscal Functions – Processing spend authorizations and expense reports and coordinating travel for the extension director and associate director.
- Human Resources – General support of the Extension Director, Associate Director and ODE department
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Maintain close working relationships with a broad range of offices and personnel throughout the AgCenter and external collaborators and stakeholders.

- Perform other activities as needed.

Qualification Requirements: Baccalaureate degree in communications, business administration, extension education, education, human resource management or a related field. Experience supporting a statewide administrative unit is preferred. Familiarity with the functioning of higher education and/or Louisiana State government is desirable. Requires strong organizational, interpersonal, information technology and communication 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 interview process.

Application Deadline: January 5, 2025 or until a suitable candidate is identified.

Application Procedure: Must apply online at <https://lsu.wd1.myworkdayjobs.com/LSU> (or through Workday for internal applicants) by attaching resume, cover letter, university transcripts, and contact information for two references. Paper, faxed or e-mailed application materials will not be accepted,

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except that in lieu of attaching recommendation letters online, they may be sent directly to:

Tara P. Smith

Executive Associate Vice President

Director Louisiana Cooperative Extension Service

Email: Tsmith@agcenter.lsu.edu

Phone: 318-557-9501

Website: 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.

Contact

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