

Extension Associate (Sustainable Agriculture Research &  
Education)  
LSU AgCenter

Direct Link: <https://www.AcademicKeys.com/r?job=250555>

Downloaded On: Jun. 1, 2025 4:33pm

Posted Dec. 17, 2024, set to expire Nov. 9, 2025

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|-----------------------------|---|
| <b>Job Title</b>            | Extension Associate (Sustainable Agriculture Research & Education)                        |
| <b>Department</b>           | East Baton Rouge Parish   |
| <b>Institution</b>          | LSU AgCenter<br>Baton Rouge, Louisiana  |
| <b>Date Posted</b>          | Dec. 17, 2024   |
| <b>Application Deadline</b> | Dec. 31, 2024   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Research Scientist/Associate  |
| <b>Academic Field(s)</b>    | Agricultural - General<br>Agricultural Extension<br>Environmental Science & Ecology       |
| <b>Apply Online Here</b>    | <a href="https://lsu.wd1.myworkdayjobs.com/LSU">https://lsu.wd1.myworkdayjobs.com/LSU</a> |

**Apply By Email**

**Job Description**

## POSITION VACANCY ANNOUNCEMENT

### Job Description

**Work Location:** The employee will be located in Baton Rouge on the LSU campus and will serve stakeholders throughout the state. This is a grant funded half-time position allocated to the USDA funded Louisiana Sustainable Agriculture Research and Education Professional Development Program (SARE PDP). Employee will be required to work in the office 20 hours a week.

**Position Description:** The Program Assistant will report administratively to the Louisiana Program Co-

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State Coordinators of the Louisiana Sustainable Agriculture Research and Education Professional Development Program (SARE PDP). The successful candidate will support sustainable agriculture programming at the state level under the direction of the Co-State Coordinators. The program assistant will assist both state coordinators in carrying out various aspects of the SARE PDP including assisting with field days, training sessions, and workshops and also promotion of SARE programs, resources, and grant opportunities. The program assistant will coordinate travel to regional conferences. The assistant will manage the sustainable agriculture listserve/database and website and will facilitate communication and networking and maintain communication to county agents and other agriculture professionals, other universities, farm organizations, and NGO's etc. that support sustainable agriculture activities in Louisiana. The incumbent is expected to perform other tasks at the state level that may be assigned by supervisor(s).

Principal Job Duties:

1. Louisiana SARE Trainings/Workshops
  - a. At least two trainings a year, one spring, one fall, with possibilities for others throughout the year (event planning).
2. SARE Travel
  - a. Create a travel budget to bring County Agents, Mentor Farmers, and other various Ag Professionals to regional conferences such as Georgia Organics, Carolina Stewardship (CFSA), SOWTH, etc...
  - b. Coordinate lodging, transportation, and reimbursement for participants
3. Annual SARE PDP Grants/Reports
  - a. completing annual PDP grant proposals (January) and reports (June)
4. SARE Media
  - a. LA SARE Webpage
  - b. LA SARE Facebook Page
  - c. LA SARE Listserv
5. Promotion/Distribution of SARE Grants, books, resources, and trainings as well as trainings

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offered by other organizations

- a. Distribute SARE books/resources
- b. Post about opportunities from SARE as well as events from other regional/state partners

**Qualification Requirements:** A Bachelor's of Science degree is required, preferably in agriculture, earth, or environmental sciences. Experience in the field of agriculture and horticulture is desirable along with previous experience writing, applying for and administering grants. Prior experience working with sustainable agriculture extension programs is preferred. The applicant must demonstrate effective oral and written communication, as well as networking skills. Ability to work with and through others is essential as well as the ability to function with minimal supervision. Established communication with Louisiana producer, distributor, and consumer associations for the purpose of future projects and programs is highly favored.

**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.

**Conditions of Employment:** A personal automobile and appropriate insurance coverage is required (travel allowance provided). Some work on evenings and weekends should be expected.

**Date Available:** Upon completion of the selection process

**Application Deadline:** December 31, 2024 or until a suitable candidate is identified

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**Application Procedure:** Qualified candidates must apply online at <https://lsu.wd1.myworkdayjobs.com/LSU> (or through Workday for internal applicants) by attaching file(s) containing a curriculum vita, a letter of application, official university transcripts, and two letters of reference. 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:

Carl E. Motsenbocker, PhD

Professor of Horticulture

Local Food Systems and Sustainable Agriculture

239 Julian Miller Hall

Baton Rouge, LA. 70803

Email: [cmotsenbocker@agcenter.lsu.edu](mailto:cmotsenbocker@agcenter.lsu.edu)

Phone: (225) 578-1036

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.

### Contact

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