

Asset Specialist/Senior Asset Specialist
LSU AgCenter

Direct Link: <https://www.AcademicKeys.com/r?job=250722>

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Posted Dec. 19, 2024, set to expire Nov. 9, 2025

Job Title	Asset Specialist/Senior Asset Specialist
Department	East Baton Rouge Parish
Institution	LSU AgCenter Baton Rouge, Louisiana
Date Posted	Dec. 19, 2024
Application Deadline	Jan. 17, 2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Agricultural - General
Apply Online Here	https://lsu.wd1.myworkdayjobs.com/LSU
Apply By Email	
Job Description	

POSITION VACANCY ANNOUNCEMENT

Work Location:The LSU Agricultural Center is a statewide organization with offices in every parish of Louisiana. The administrative headquarters, including the Accounting Services and Procurement Office, are located in Baton Rouge.

About the LSU Agricultural Center: The [LSU AgCenter](#) is one of 8 campuses within the 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

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are made up of 16 branch research stations and an extension office in each parish.

Position Description: This position's primary role is as an asset specialist for the LSU Agricultural Center. This position reports to the Procurement Manager, but also receives oversight from the Director of Accounting Services. Specific duties are as follows:

- 45% Manage all aspects of inventory control for LSU AgCenter and serve as the main point of contact for all asset and inventory issues. Coordinate annual inventory scan and certification with AgCenter units and LSU Property Management. Coordinate with LSU A&M Property Management and assist in the tagging of LSU AgCenter assets. Conduct periodic spot audits of inventory and vehicle fleet for all AgCenter locations. Handle and account for asset donations to the AgCenter.
- 40% Manage the AgCenter vehicle fleet, including requesting registrations and titles and maintaining MV3 files. Monitor information entered/maintained in the state's asset management system (Recoup) for AgCenter vehicles. Monitor information in the GPS tracking system for AgCenter vehicles.
- 5% Maintain inventory records of federally owned equipment utilized by the LSU AgCenter.
- 5% Facilitate training for AgCenter employees for inventory, MV3 completion, the Recoup system, etc.
- 5% Perform other duties as assigned.

Qualification Requirements: Baccalaureate degree, preferably in a related field. Must have excellent interpersonal, administrative, problem solving, and organizational skills, along with strong computer skills. Physical ability & eye-hand coordination necessary. Ability to drive a vehicle and walk moderate distances and up/down stairs. Ability to bend down when affixing tags to equipment. Ability to lift up to 35 pounds when needed.

Preferred Qualifications: Experience in the public sector and/or a university setting preferred. Candidates must have a minimum of 3-5 years of professional level inventory management experience to be considered for the Senior Asset Specialist level.



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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: January 17, 2025 or until a suitable candidate is identified.

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 resume, 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:

Jan Bernath, Director

Accounting Services

LSU AgCenter

103 Efferson Hall

110 LSU Union Square



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Phone 225/578-4645, Fax 225/578-0735

Email: jbernath@agcenter.lsu.edu

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