

**Business Office Coordinator  
LSU AgCenter**

Direct Link: <https://www.AcademicKeys.com/r?job=252444>

Downloaded On: Apr. 22, 2025 9:48pm

Posted Jan. 30, 2025, set to expire Nov. 9, 2025

<b>Job Title</b>	Business Office Coordinator
<b>Department</b>	East Baton Rouge Parish
<b>Institution</b>	LSU AgCenter Baton Rouge, Louisiana
<b>Date Posted</b>	Jan. 30, 2025
<b>Application Deadline</b>	Feb. 14, 2025
<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**

**Work Location:** 2288 Gourrier Ave, Baton Rouge , LA

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**Position Description:** The LSU AgCenter Aquatic Germplasm and Genetic Resources Center (AGGRC) is a nationally and internationally recognized resource center dedicated to the preservation of genetic resources of aquatic organisms. The AGGRC is positioned to become a LA Board of Regents Center of Research Excellence and a National Institutes of Health P40 Resource Center. The AGGRC is in need of an Business Office Coordinator to perform multiple core administrative functions in support of these state and nationally recognized Center designations. Responsible for the business administration of the AGGRC, including account management, purchasing and sponsored programs.

40% - Perform accounting on all AGGRC accounts (e.g. grants, indirect recovery funds, state funds, and contracts). Will require knowledge of Workday and other software for the purpose of monitoring and budgeting of accounts. Cost center manager that approves and audits all university transactions processed through Workday related to the AGGRC cost center. This will require knowledge of applicable rules and regulations, advising faculty, and daily interaction with AGGRC and AgCenter administrative staff for contract, property, sponsored programs, and financial management.

25% - Perform HR duties for hiring undergraduate student workers, graduate students, research associates, postdocs, and research professors. Coordinates onboarding of new personnel and separation of departing personnel. Will require knowledge of Workday, HR rules and regulations, necessary forms, and LSU policies and procedures applicable to the AgCenter.

25% - Maintain lists of current personnel, work schedules, and contact information. Maintain calendar of AGGRC activities (e.g. personnel out of office and due dates for grant-related paperwork). Review and approve time sheets for hourly personnel. Maintain facility safety plans (SCOOP). Maintain lists of publications (including online databases such as PubMed and NIHMS), presentations, and visitors to the AGGRC (tours). Oversee purchasing and interact with AgCenter personnel for processing of larger purchases (requisitions, POs, bid requests, etc.). Maintain list of tagged property for annual inventory.

10% - Assist with travel preparation for AGGRC personnel and visiting collaborators. Assist with periodic workshop planning. Assist with proposal preparation including budget development, maintaining current biosketches of AGGRC researchers, and facilities and resources documents. Coordinate with corresponding office personnel at close collaborator institutions.

**Minimum Qualifications:** Bachelor's degree in Accounting, Business Administration, or similar field plus a minimum of 2 years experience as an business manager/coordinator. Requires a self-starter with a high level of adaptability to respond to and manage new functions as they emerge



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**Preferred Qualifications:** Bachelor's degree in Accounting, Business Administration, or similar field plus a minimum of 5 years experience as an office coordinator. Experience with Workday is strongly preferred

LSU and the AgCenter are dedicated to fostering an environment where our employees feel appreciated for their skills and individual qualifications. If a candidate does not meet the minimum qualifications listed but has other qualifications or substantial experience related to the key responsibilities, we encourage them to apply (per La. RS 42:36).

**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:** February 14, 2025 or until a suitable candidate is identified.

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



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Dr. Terrence R. Tiersch

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Website: [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**