

Assistant Manager (State Evacuation Shelter and DeWitt  
Livestock Facility)  
LSU AgCenter

Direct Link: <https://www.AcademicKeys.com/r?job=263339>

Downloaded On: Oct. 2, 2025 5:55pm

Posted Oct. 2, 2025, set to expire Feb. 1, 2026

<b>Job Title</b>	Assistant Manager (State Evacuation Shelter and DeWitt Livestock Facility)
<b>Department</b>	Rapides Parish
<b>Institution</b>	LSU AgCenter Alexandria, Louisiana
<b>Date Posted</b>	Oct. 2, 2025
<b>Application Deadline</b>	Oct. 16, 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:** The LSU Agricultural Center is a statewide organization with offices in every parish of Louisiana. We are currently seeking extraordinary candidates for the position outlined below. This position will be domiciled in Alexandria, Louisiana, Rapides Parish.

**About the LSU Agricultural Center:** The [LSU AgCenter](https://www.lsuagcenter.com) is one of 8 campuses within the LSU enterprise. 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 academic departments and five regions which are made up of 15 branch research stations and an extension office in each parish. More information can be found at [www.lsuagcenter.com](https://www.lsuagcenter.com)

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**Position Description:** This position reports to the Manager – State Evacuation Shelter and DeWitt Livestock Facility. The position's primary purpose is to work with and through the Manager in the operation and management of the State Evacuation Shelter and DeWitt Livestock Facility. Specific duties are as follows:

- Work with the Manager, other LSU AgCenter personnel, and government and state agencies to ensure the State Evacuation Shelter and DeWitt Livestock Facility is operational when activated for an emergency.
- Work with and through the Manager to maintain records associated with both facilities, facilitate repairs and maintenance of both facilities, and oversee the safety programs for both facilities.
- Network with clientele groups and community partners as needed.
- Work with and through the Manager to schedule LSU AgCenter and public events at both facilities.
- On-site duties may be required after normal business hours in the work week and on weekends to monitor and maintain facilities.

**Qualification Requirements:** A Baccalaureate degree is preferred but not required. Experience in the public sector and/or a university setting is desirable. The ability to effectively communicate and work professionally with partner agencies, clientele groups, and the public is required. Effective administrative and organizational skills, along with strong computer skills are required. Experience and knowledge of industrial and/or mechanical and HVAC equipment is preferred. Experience with electrical and plumbing systems is preferred. Experience with livestock sales, shows, and events is preferred.

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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 education and experience. The LSU AgCenter has an attractive benefits package with a wide variety of benefit options. Current 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:** October 16, 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 cover letter, resume, official university transcripts, and contact information for three references. Paper, faxed or emailed application materials will not be accepted, except that in lieu of attaching the recommendation letters online, they may be sent directly to:

Dr. Daniel Stephenson

Director – Central Region

8105 Tom Bowman Drive

Alexandria, LA 71302

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

Phone: 318-473-6520

Website: [www.lsuagcenter.com](http://www.lsuagcenter.com)

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The LSU Agricultural Center is a statewide campus of the LSU System and provides equal opportunities in programs and employment.

**Contact Information**

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

**Contact**

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