

Procurement Specialist/Senior Procurement Specialist
LSU AgCenter

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Downloaded On: May. 9, 2024 5:49am

Posted Feb. 22, 2024, set to expire Nov. 9, 2024

Job Title	Procurement Specialist/Senior Procurement Specialist
Department	East Baton Rouge Parish
Institution	LSU AgCenter Baton Rouge, Louisiana
Date Posted	Feb. 22, 2024
Application Deadline	Mar. 7, 2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Legal Services Facilities/Maintenance/Transportation
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Apply By Email	
Job Description	

POSITION VACANCY ANNOUNCEMENT

Job Description

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

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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 are made up of 16 branch research stations and an extension office in each parish. For more information, visit the AgCenter’s web site at www.lsuagcenter.com.

Position Description: This position’s primary role is as buyer 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:

- Assists the Procurement Manager with all phases of the overall procurement function for the AgCenter. Handles areas/units assigned, assists with overflow work and in peak periods. This includes procurement of all commodities, including research and scientific equipment, computer equipment and software, supplies, services, and professional, personal, and consulting services for the AgCenter units throughout the state.
- Reviews and negotiates contract language and monitors contracts for compliance with federal, state and university rules and regulations.
- Works with unit administrators, officials and other personnel to provide technical assistance and solve problems associated with procurement activities. Provides oral and written interpretation of policies and procedures, rules and regulations, revised statutes and internal guidelines to AgCenter and vendor communities.
- Works closely with the Procurement Manager on procurement as relates to construction activities governed by Louisiana Revised Statutes Title 38 (Public Contracts, Works and Improvements). Construction activities fall under a different Louisiana statute which is highly complex. This requires knowledge of a separate set of policies, procedures and operational details.
- Works closely with AgCenter Accounting Services staff regarding compliance with applicable procurement rules, policies, and requirements for all AgCenter purchases.
- Performs other duties as assigned.

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Qualification Requirements: Baccalaureate degree, preferably in a related field. Experience in the public sector and/or a university setting is desirable. Must have excellent interpersonal, administrative, and organizational skills, along with strong computer skills. Candidates must have a minimum of 3-5 years of professional level procurement experience to be considered for the Sr. Procurement Specialist level.

Date Available: Upon completion of the selection process.

Application Deadline: March 7, 2024 or until suitable candidate is located.

Application Procedure: Must apply online at <https://LSU.wd1.myworkdayjobs.com/LSU> (or through Workday for internal applicants) by attaching cover letter with resume, official university transcripts, and three letters of recommendation. Paper, faxed or e-mailed application materials will not be accepted. In lieu of attaching the letters of recommendation, they may be sent directly to the contact listed below. For more information contact:

Jan Bernath, Director

Accounting Services

103 Efferson Hall

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.

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Contact Information

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

Contact

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