

Engineer Assistant
LSU AgCenter

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Downloaded On: Aug. 2, 2025 5:49am

Posted Mar. 26, 2025, set to expire Nov. 9, 2025

Job Title Engineer Assistant
Department East Baton Rouge Parish
Institution LSU AgCenter
Baton Rouge, Louisiana

Date Posted Mar. 26, 2025

Application Deadline Apr. 9, 2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Facilities/Maintenance/Transportation

Apply Online Here <https://lsu.wd1.myworkdayjobs.com/LSU>

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Job Description

Work Location: Office of Facilities Planning, Baton Rouge, LA

Position Description: This position manages small to medium size projects, organizes, coordinates, and directs (with supervision) multiple construction projects including regular site inspections and detailed observation reports. Ensure timely and effective communication with the project team (designers, supervisor, etc.) on important matters. Coordinate with Station/Resident Coordinator on work to be performed and address project issues, including state regulations and construction compliance. Coordinate projects, work with Resident Coordinator on outlining scope, obtaining quotes, and present to Director or designer for review and approval. Maintain and update project database, coordinate, develop and execute addenda, change orders, pay applications, time extension, etc. for facility construction projects such as laboratory and office buildings, irrigation and drainage systems, excavations, and land development, utility systems, etc. throughout the State. Conduct Topographic, Site Surveys, and mapping utilizing Total Station, GPS and Drone technologies for project

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development and design. Additional duties may include involvement in initial project investigation, project estimation, design and plan development (with supervision), utilizing AutoCAD to aid team in developing, organizing, and producing detailed plans and specifications for construction, renovation, and maintenance projects. In state travel with some overnights will be required. This position will be required to become a certified asbestos/lead inspector and training shall be provided.

Qualification Requirements: Bachelor's degree and three (3) years' related experience as an Engineering Assistant, and/or Project/Construction Management. Other degrees may qualify if combined with significant closely related course work or related job experience. Ability to independently perform site/topo surveys with the aforementioned equipment is required. Design experience, AutoCAD, and plan development experience are very desirable. 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.

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 interview process.

Application Deadline: April 9, 2025 or until a suitable candidate is found.

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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:

Mr. Dale Frederick, M.S., P.E., Director

Office of Facilities Planning, LSU Agricultural Center

207 J. Norman Efferson Hall

Baton Rouge, LA 70803

Telephone: (225) 578-8731

Email: dfrederick@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