

Coordinator
LSU AgCenter

Direct Link: <https://www.AcademicKeys.com/r?job=263752>

Downloaded On: Oct. 10, 2025 5:13pm

Posted Oct. 9, 2025, set to expire Feb. 8, 2026

Job Title	Coordinator
Department	East Baton Rouge Parish
Institution	LSU AgCenter Baton Rouge, Louisiana
Date Posted	Oct. 9, 2025
Application Deadline	Oct. 23, 2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
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Job Description	

POSITION VACANCY ANNOUNCEMENT

Job Description

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 School of Renewable Natural Resources, LSU AgCenter, Baton Rouge, LA.

About the LSU Agricultural Center: The [LSU AgCenter](#) 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

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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.

Position Description: This position reports to the Director of the School. Specific duties are as follows:

Serve as webmaster for RNR web pages; work with faculty to maintain their professional web pages. Work on creating and updating all media outlets to increase the visibility of the school (e.g., newsletters, Facebook pages, promoting faculty awards and announcements. Assistant in the preparation of regularly scheduled reports. Help organize School outreach activities, which may include nights and weekends (e.g., schedule meetings, manage calendars, prepare presentations, etc.). Collects, organizes, and assembles data and disseminates information, etc. Maintains alumni databases. Request or acquire equipment, supplies, or promotional materials as necessary. Support School recruiting efforts, which may include nights and weekends. Support the School Director's research/outreach activities. Performs other duties as assigned.

Minimum Qualification Requirements: Baccalaureate degree 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.

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).

Date Available: Upon completion of the selection process.

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Application Deadline: October 23, 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 vitae, official university transcripts, and three letters of reference. Paper, faxed, or e-mailed application materials will not be accepted, except that, in place of attaching the reference letters online, they may be sent directly to:

D. Allen Rutherford

Director and Professor

227 Renewable Natural Resources Building

Louisiana State University Agricultural Center

Baton Rouge, LA 70803

Phone:(225) 954-0593

E-mail: drutherford@agcenter.lsu.edu

Website: www.lsuagcenter.com

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

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

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