

(Print on Unit's letterhead)

Position Vacancy Announcement
Job Title
Unit
(LCES Job Number if applicable)

(If applicable) (This is a grant-funded position through xx/xx/xx. Continuation of employment depends on availability of funds.)

Work Location: City, Louisiana. *May want include information about the community/parish that will be served including population or other identifiable facts that could be useful.*

Application Deadline: xx/xx/xx or until suitable applicant is identified

Date Available: *May indicate a date or state "Upon completion of interview process" or omit entirely.*

Job Description: *Provide brief description of job duties and any unusual job parameters (e.g., travel, extension overtime, work at off-site locations, etc.)*

Qualification Requirements: *State those qualifications that are required and those that are desired, clearly differentiating between the two. Keep in mind that you cannot employ someone who does not meet the required qualifications as stated in the announcement; therefore, the required qualifications should be only education and experience essential to perform the job and not the education and experience which would be possessed by the ideal candidate.*

Salary and Benefits: *Use this standard statement. Salary will be commensurate with education and experience. Benefits include retirement, university holidays, earned annual and sick leave, and optional group medical, life and supplemental insurances. You may choose to include a specific dollar amount in the salary, but cannot hire at an amount that deviates significantly from that dollar amount.*

(Required for LCES funded positions) **Conditions of Employment:** A personal automobile and appropriate insurance coverage is required (travel allowance provided). *(Not applicable for specialists)* Generally, an employee is required to reside in the parish where (s)he works. Most individuals are ineligible for employment in their "home parish" until five or more years have passed since the date of graduation (baccalaureate degree). Home parish is the parish in which the applicant was legally domiciled or actually attended high school during the five-year period immediately preceding graduation from high school.

Application Procedure: Send resume, official university transcripts, and have three letter of recommendation forwarded to: *You may choose to request additional documents (i.e. statement of professional interests and goals).*

Name
Unit
Mailing Address
Phone/fax/email
www.lsuagcenter.com

(Required for LCES funded positions) It is the policy of the Louisiana Cooperative Extension Service to employ only United States citizens or aliens lawfully authorized to work in the United States. The Louisiana Cooperative Extension Service is an Equal Opportunity/Affirmative Action Employer, and applications will be accepted without regard to race, religion, color, sex, national origin, age or disability. Information on Equal Employment can be obtained from the office of the Coordinator of EEO and Civil Rights, P. O. Box 25100, Baton Rouge, LA 70894-5100. Phone 225/578-2229.

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