

**JOB DESCRIPTION**

All positions in the LSU AgCenter should have a current job description on file in the HR office. The job description reflects the approximate duties at a point in time with the understanding that organizational and clientele needs are dynamic and reasonable adjustments may be needed over time. The job description includes delineation of the research, extension, and/or teaching responsibilities of each AgCenter faculty member. For full policy information, see AgCenter [PS-46](https://www.lsuagcenter.com/~/media/system/6/2/3/8/62389a0b8f1bfe5d10530fe78d2bb64a/ps46.pdf) and [PS-39](https://www.lsuagcenter.com/~/media/system/6/2/3/8/62389a0b8f1bfe5d10530fe78d2bb64a/ps39.pdf).

Job Title: Click here to enter text. Dept: Click to enter text.

Work Location: Click here to enter text. Workday Position #: Click to enter text.

**Check applicable functions and indicate approximate time percentage (Must equal 100%)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function** | Extension | Research | Teaching | Other | **Total %** |
| **Percentage** | Enter % | Enter % | Enter % | Enter % | 100 |

**Position Summary/Purpose**

Click here to enter text.

**Job Duties and Responsibilities (must total 100% - attached additional pages if needed)**

% Time Click or tap here to enter text.

Duties and Responsibilities

Click or tap here to enter text.

% Time Click or tap here to enter text.

Duties and Responsibilities

Click or tap here to enter text.

% Time Click or tap here to enter text.

Duties and Responsibilities

Click or tap here to enter text.

% Time Click or tap here to enter text.

Duties and Responsibilities

Click or tap here to enter text.

Check here if additional pages are attached.

**Minimum Qualifications**

Click or tap here to enter text.

**Preferred Qualifications**

Click or tap here to enter text.

**Position Reports To (Name and Job Title):** Click or tap here to enter text.

**Position Supervises (List positions by title):** Click or tap here to enter text.

**Faculty Rank:** Choose an item. **Tenure Track:** Choose an item.

IMPORTANT: The intent of this job description is to provide a representative summary of the types of responsibilities that will be required of the position and shall not be construed as a finite list of the specific tasks, duties, and/or responsibilities of any position. Employees often are required to perform job-related tasks other than those specifically outlined in this description.

**REVIEWED AND APPROVED:**

Employee Signature Date Click to enter date.

Unit Head Signature Date Click to enter date.

VP or Designee Signature Date Click to enter date.

**FOR HRM USE ONLY**

FLSA Status: Choose an item. Job Title Confirmed by: Click or tap here to enter text.