

**VACANCY ANNOUNCEMENT**  
**Administrative Support/Contracts Specialist**

**Issued:** September 3, 2025  
**Expires** September 17, 2025

**Location:** LSU Health Care Services Division (HCSD)  
Baton Rouge, New Orleans, or Lallie Kemp Medical Center  
Applicant may be eligible for teleworking in accordance with HCSD Teleworking Policy.

**Salary Range:** \$60,000 – 95,000

The LSU Health Care Services Division (HCSD) is accepting resumes for a position in the HCSD Administrative Business Office. Position may be domiciled in Baton Rouge, New Orleans, or Lallie Kemp Medical Center in Independence.

Duties Include, but not limited to: Develops, monitors, and reviews all professional, consulting, personal, and social services contracts for compliance with statutory and regulatory requirements; Office of Contractual Review (OCR); Department of State Civil Service; Attorney General's Office; State Budget Office; as well as departmental policies and procedures. Prepares and develops amendments and may participate in negotiations related to contractual agreements. Prepare requests for proposals (RFPs) as necessary. Tracks approval process of contracts; maintains records, prepares reports and/or correspondence relative to contracts and/or grants. Provides vendors available under state contract for necessary services. Issues purchase orders (POs) for services rendered. Provides reports for Executive/Administrative staff, legislative auditor and LSU Systems Office as directed or required.

Qualifications: Bachelor's degree in Business, Hospital or Public Administration, Finance, or closely related field plus three (3) years professional experience in a health care setting which included responsibility for contracts, request for proposals (RFPs) or other legal agreement preparation.

Substitutions: Eight (8) years experience in contract/grant management, procurement, financial management or accounting type work will substitute for the degree.

Send resumes to Human Resources Administration, LSU HCSD, P.O. Box 91308, Baton Rouge, LA 70821-1308; or fax to 225-354-4851 or email to [LSUhotline@lsuhsc.edu](mailto:LSUhotline@lsuhsc.edu). An Equal Opportunity Employer.