

Texas Feed & Fertilizer Control Service

Office of the Texas State Chemist | AgriLife Research
445 Agronomy – College Station, TX 77843-2114

Business Coordinator I Position Announcement *Notice of Vacancy #R-058578*

The Texas Feed and Fertilizer Control Service has an immediate opening for a Business Coordinator I.

The Texas Feed and Fertilizer Control Service (Service) is the State Agency that regulates animal feed and fertilizer. The Service protects consumers, safeguards human/animal health, minimizes environmental hazards and enhances agribusiness through a structure of orderly commerce. Through its collaboration with federal and state agencies including the Food and Drug Administration (FDA), United States Department of Agriculture (USDA), and Texas Department of State Health Services (DSHS), the Service is a critical partner in the national food defense network. Each year, the Service oversees registration, compliance, and enforcement activities for more than 25 million tons of feed and fertilizer manufactured and distributed in Texas with an annual market value of \$10 billion. The Service applies a science-based approach to regulatory inspections and performs laboratory testing for samples taken by the field staff. The business coordinator works within the business operation branch of the Service and involves interaction with scientists, stakeholders, manufacturers, distributors, and consumers to protect customers and markets across Texas, the nation, and the international community.

As a center of excellence for service, education and research, we foster numerous opportunities for future career development and maintain the long tradition of the Aggie Family. The friendly working environment and career assistant components make the Service an ideal place for professional growth. Texas A&M University is one of the most prestigious public universities in US, and ranks 14th in total research expenditure among all US universities in 2020. College Station ranks among the most-livable towns in US for its excellent public school system and low living cost. The current job opening will be provided with the full Texas A&M health and retirement benefit package.

The Business Coordinator I will provide administrative support and coordination for a variety of Texas Feed & Fertilizer Control Service business activities. The chosen candidate will review data for thoroughness and accuracy, coordinate corrective actions, assign appropriate registration violations, process quarterly and annual reports, and respond to questions from industry stakeholders.

The candidate is expected to have a Bachelor's degree or equivalent experience. Knowledge of general office applications, feed & fertilizer laws and rules, or lab quality systems is preferred.

Interested job applicant is encouraged to apply through the Texas A&M University AgriLife online job site: <https://agrilifeas.tamu.edu/hr/careers-employment/>

Application (with résumé and cover letter) may be completed online at <https://agrilifeas.tamu.edu/hr/careers-employment/> (Requisition #R-058578). The Office of the Texas State Chemist is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

