

**SOUTHEASTERN LOUISIANA UNIVERSITY  
MEMORANDUM OF UNDERSTANDING  
DECEMBER 2018**

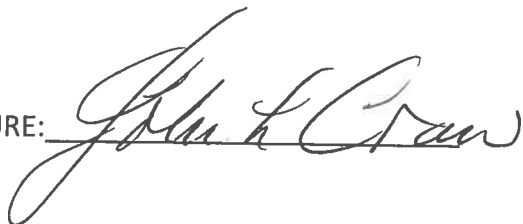
The purpose of this memorandum is to clarify the management levels of Southeastern Louisiana University and the clerical assistance to be provided based on that level of responsibility.

<u>MANAGEMENT LEVEL</u>	<u>TITLE OF ADMINISTRATIVE ASSISTANT</u>
President, Vice Presidents, and departments reporting directly to the President.	Administrative Assistant 5
Assistant Vice Presidents, Deans, and Directors of large departments reporting to a Vice President	Administrative Assistant 4
Department Heads, Directors of medium sized, upper level departments (academic departments and academic offices)	Administrative Assistant 3
Mid Level Management	Administrative Assistant 2
Lower Level Management and secondary clerical support positions in larger offices	Administrative Assistant 1

Note: We reserve the right to request a position one level lower than the recommended classification in rare situations where a small department may report to the President or a Vice President.

APPROVED BY: Dr. John Crain, President

SIGNATURE:





The recommended level of administrative support is based on the assumption that the positions are performing duties commensurate with the recommended level of management. In those instances where the incumbent is not performing the duties typically associated with the recommended level of clerical support, the allocation will be based on the assessment of the duties performed.

Handwritten signature of Tara S. Dupre in black ink, written over a horizontal line.

Tara S. Dupre, Director of Human Resources

Handwritten date '12/18/18' in black ink, written over a horizontal line.

Date

Handwritten signature of Brandy B. Malatesta in black ink, written over a horizontal line.

Brandy B. Malatesta

Handwritten date '12.26.18' in black ink, written over a horizontal line.

Date