

**LETTER OF AGREEMENT  
2021-2025 ESP Contract**

As a result of discussions between Lake Superior State University (University) and Educational Support Personnel MEA/NEA (Union), regarding "Appendix B. Classification and Grade Schedule", the parties hereby agree without precedent, to amend Appendix B and add a classification of Athletics Department Administrative Assistant at grade schedule of Level XII and remove one position of Special Clark III-Athletics.

Both parties agree to add a classification entitled "Athletics Department Administrative Assistant" with duties per the attached job description to the list of existing Level XII classifications.

The change will go into effect the date the letter of agreement is fully executed. The Athletics Department Administrative Assistant position will be filled per "Section 19. Notice of Job Vacancy" of the 2021-2025 ESP Contract. Compensation shall be determined per "Section 58. Wages".

FOR THE UNIVERSITY

Wendy Beach

8/12/21

DATE:

FOR THE UNION

Prof. [Signature]

11 Aug. 21

DATE:



# LAKE SUPERIOR STATE UNIVERSITY

## Classification Specification

FLSA Designation  
NEHU

Date Issued: August 4, 2021 Department: Athletics

Title: Athletics Department Administrative Assistant Level: XII

### FUNCTION

To provide professional level administrative assistance to the Director of Athletics and efficiently manage the Athletics' Office.

### SOURCE OF SUPERVISION

Director of Athletics

### DUTIES AND RESPONSIBILITIES

Assist in a wide range of activities, exercising strict confidentiality and discretion; screen calls and visitors; dispatch mail; represent the Athletics' Office on routine administrative matters; draft correspondence; schedule appointments; maintain office files and records; prepare time sheets for individuals reporting to the Director of Athletics; day to day management of the budget under the direction of the Director of Athletics; budget development in collaboration with Director of Athletics and coaching staff; review budget reports to monitor and correct departmental expenditures.

Obtain and disperse information for the department; compile data and assist in preparation and editing or reports for outside agencies or institutional use as required; audit and verify data received and/or requested; prepare and maintain security of confidential reports and records; prepare and disseminate promotional material; supervise cash transactions and perform accounting functions in relation to departmental activities.

Assist with planning, organizing, scheduling, arranging and promoting departmental activities and special events, and coordinating plans with other departments and outside agencies; coordinate and supervise various operations related to the specialized functions of the department and the support staff involved.

Provide personal assistance to the Director of Athletics and other staff in obtaining, assembling and organizing materials, facilities and equipment for completion of their responsibilities; act as liaison between Athletics and HR, act as contact person for the department.

Perform related duties as assigned.

### JOB QUALIFICATIONS

Graduation from high school

Competence in office management, MS Word, MS Excel, and MS PowerPoint; excellent writing and editing skills; ability to work with numbers and produce a variety of reports; accuracy in proofing; initiative and mature judgment required; must maintain confidentiality of office; must be able to learn procedures, policies and practices of the Athletics Department and the University.