Lottie L. Anthony was the first secretarial assistant who served as secretary and accountant to the University's first, President Joseph Samuel Clark when the institution relocated to its present site.

Lottie Anthony was a native of Atlanta, Georgia, born on January 4, 1878 and was one of 14 children. She received her formal education and taught in the public schools of the same city for approximately three years. Miss Anthony obtained her educational training at Walden University in Nashville, Tennessee, at which time she completed the Normal course of study in 1909, and the Commercial courses in 1913. In addition, she had done some special work at Columbia University before beginning her term of service at Southern University. Because of her training, she held the position as stenographer at the Southern Baptiste Publishing House. She later became private secretary at Samuel Huston College. At Samuel Huston, she met Dr. Joseph S. Clark who offered her the position of secretary and receptionist at Southern University. Lottie Anthony began her work at Southern University during the last quarter of its first year in Scotland Heights, that is, sometimes during the latter part of March or first of April, 1914, remaining at Southern until the spring of 1916. However, she returned for a four-year period of service beginning in 1917-1921. She held this position for approximately seven years, resigning to marry Mr. W.W. Mason, a mortician in Chicago. Three children were born to this couple. Although not present at the re-opening date of March 9, 1914 she came sufficiently early enough to be regarded as one of the pioneers of the university.

On March 9, 1950 Southern University had the dedication services of the new dormitory: Lottie L. Anthony Hall. Lieutenant-Governor William J. Dodd gave the dedicatory address and stated “that he was confident that the improved dormitory situation at Southern University provided by Lottie L. Anthony would promote finer womanhood”. The Honorable Merle Welsh of Baton Rouge, who was a member of the State Board of Education, presented keys to the building to the president of Southern University Dr. Felton G. Clark. After the dedicatory services, Mrs. Cheatham, the sister and only sibling living of the 14 at the time of the dedication was assisted by Miss Claudia Johnson, President of the Senior Women's Council. They opened the Hall with the keys, which had been presented to Dr. Felton Clark.

Miss Lottie L. Anthony died in June, 1935 in Nashville, Tennessee and was interred in the Greenlawn Cemetery of Chicago, Illinois.

The “Lottie Anthony Hall” [formerly the Lottie Anthony Dormitory] on Southern University's campus is named in her honor.