

**The Lutheran Theological Seminary**  
7301 Germantown Avenue  
Philadelphia, PA 19119  
(215) 248-4616

**Job Description**

**Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>General Description</b>	
<b>Reports to Supervisor:</b>	
<b>Those assisted by this position:</b>	
<b>Qualifications</b>	
<b>Specific Tasks:</b>	<ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li></ol>

**Salary Range:** \_\_\_\_\_

**Exempt:** \_\_\_\_\_

**Non Exempt:** \_\_\_\_\_

**Approval Supervisor:** \_\_\_\_\_

**Approval Human Resources:** \_\_\_\_\_

**Date:** \_\_\_\_\_