

**The Lutheran Theological Seminary**  
**7301 Germantown Avenue**  
**Philadelphia, PA 19119**  
**215-248-6301**  
**lbugno@ltsp.edu**

**Job Description 2004-2005**

**Position: Clerical Assistant Date: June 8, 2005**

<b>General Description</b>	Assist with data entry, typing, and other clerical duties associated with research projects.
<b>Reports to Supervisor:</b>	Prof. Pamela Cooper-White
<b>Those assisted by this position:</b>	same
<b>Qualifications</b>	Excellent typing, data entry, and clerical skills
<b>Specific Tasks:</b>	<ol style="list-style-type: none"> <li>1. Typing (manuscripts, correspondence, etc.)</li> <li>2. Data entry (SPSS and MS Word)</li> <li>3. Filing and organizing documents</li> <li>4. Other clerical duties as may be assigned</li> </ol>

**Name of Student Filling Position** \_\_\_\_\_

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

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

**Approval Financial Aid Officer:** \_\_\_\_\_

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