

The Lutheran Theological Seminary

7301 Germantown Avenue

Philadelphia, PA 19119

215-248-6301

lbugno@ltsp.edu

Job Description 2005-2006

Position: Financial Aid Assistant

Date: July 7, 2005

General Description	Assist the Financial Aid Officer by doing office work
Reports to Supervisor:	Financial Aid Officer
Those assisted by this position:	Financial Aid Officer and the students of the seminary
Qualifications	Any student who qualifies for Federal Work study positions and is a matriculated student in any program at the seminary The person hired for this position MUST pledge confidentiality, as most of the information handled will be of an extremely confidential nature
Specific Tasks:	<ol style="list-style-type: none">1. Filing all paper work in the FA office2. Proof reading documents3. Maintain all files within the FA office4.

Name of FWS Employee: _____

Approval Supervisor: _____ **Date** _____

Approval Human Resources: _____ **Date** _____

Approval Financial Aid Officer: _____ **Date** _____