

**The Lutheran Theological Seminary**

7301 Germantown Avenue

Philadelphia, PA 19119

215-248-6301

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**Job Description 2005-2006**

**Position:** Music Events Assistant      **Date:** June 8, 2005

**Who will work for Augsburg Fortress on the Seminary campus**

<b>General Description</b>	Assist Music Coordinator in preparing for Convention season
<b>Reports to Supervisor:</b>	Jane Knappe, Music Events Coordinator, Augsburg Fortress
<b>Those assisted by this position:</b>	Church Musicians across the USA
<b>Qualifications</b>	Organizational skills
<b>Specific Tasks:</b>	<ol style="list-style-type: none"><li>1. Collate Music Packets</li><li>2. Some typing and computer work</li><li>3. Prepare labels and packing slips</li><li>4. Pack and Lift heavy boxes</li></ol>

**Name of FWS Employee:** \_\_\_\_\_

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

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

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