

Webster Vienna Training Scholarship (WVTS):
Project Proposal

Department: International Relations
Semester: Spring 2021 (from January 2021 to May 2021)
Estimated weekly workload in hours: 15
Program Level: Undergraduate or Graduate
Scholarship Amount: equivalent of the tuition of 1.5 3-credit course

Project Title: International Relations Dept. Coordination Assistant
Project Leader: Katharina Neumann
WVTS Supervisor (if different than Project Leader): Katharina Neumann & Dr. Franco Algieri

Tasks/Project Outputs	Deadline	Percentage of Time Spent on Responsibilities (equaling 100%)
Serve as support for the organization, promotion and implementation of one major workshop or conference (TBD) hosted within the IR Department	Ongoing	30%
Assist with the day-to-day administrative tasks within the office and IR Department.	Ongoing	10%
Help and support the organization of departmental podcast, events and short-term projects.	Ongoing	10%
Correspond on behalf of the IR Department with external parties, institutions and colleagues, and act as a liaison between the department and IR student body.	Ongoing	15%
Support the department in its public communication; be able to draft news articles for the official website, share updates online (Facebook, Mailchimp, etc.), create posters/flyers, etc.	Ongoing	20%
Facilitate the organization, promotion and implementation of the "International Relations and Politics Research Seminar Series".	Ongoing	15%

Qualifications needed to accomplish tasks and responsibilities:

- As familiarity with the field is essential, an International Relations student is preferred
- A mature, responsible student who enjoys research
- Excellent MS Office skills
- Strong organizational skills, high attention to detail
- Excellent writing and editing skills
- Fluent in written and spoken English (native speaker preferred)
- Minimum 3.5 GPA