

**Webster Vienna Training Scholarship (WVTS)
Project Proposal**

Department: Marketing and Communications

Semester: Spring 2021 (from January 2021 to May 2021)

Estimated weekly workload in hours: 10 hours

Program Level: Undergraduate/Graduate

Scholarship Amount: equivalent of the tuition of one 3-credit course

Project Title: Graduation Assistant

Project Leader: Camila Pöll, Event Officer

WVTS Supervisor (if different than Project Leader): Vildana Kurtovic, Head of Marketing and Communications

Project Outputs: (i.e. what will be the final products of this WVTS? Please specify the product of this Project that the student is expected to complete and provide a deadline.)

Tasks/Project Outputs	Deadline	Percentage of Time Spent on Responsibilities (equaling 100%)
Gowns Inventory.	January	10%
Assist/ draft social media posts (related to graduation).	Till the end of the scholarship	20%
Manage the e-mail inbox and requests of the graduation.assistant@webster.ac.at	Till the end of the scholarship	20%
Assist/develop flyers and brochures (related to graduation).	Till the end of the scholarship	15%
Responsible for the Gowns and Bubbles event.	May	25%
Assist with the Alumni Cocktail.	May	10%

✓ Qualifications needed to accomplish tasks and responsibilities:

- *Qualification*
 - Advance knowledge in Microsoft Office (Excel and Word).
 - Basic knowledge in Qualtrics and Mailchimp.
 - Basic design experience and familiar with Adobe InDesign, Photoshop, and Illustrator.
- *Soft Skills*
 - Attentive to details.
 - Exceptionally good organizational skills and time management.
 - Communicative.