

Webster Vienna Training Scholarship (WVTS):  
Project Proposal

Department: Student Resource Center  
Semester: Spring 2021 (from January 2021 to May 2021)  
Estimated weekly workload in hours: 20  
Program Level: Undergraduate/Graduate - either  
Scholarship Amount: equivalent of the tuition of two 3-credit courses

Project Title: Student Activities and Leadership  
Project Leader: Katy Witkowski  
WVTS Supervisor (if different than Project Leader): Katy Witkowski

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%)
Assist in the planning and implementation of New Student Orientation community building events and on campus welcoming in Spring 1 and Spring 2	Week 0-1 of each term	20%
Act as the main organizer for Webster's Got Talent, which includes organizing the appropriate format, receiving quotes for potential vendors, planning marketing efforts and implementing the event	End of March	40%
Assist in planning social media posts for the SRC Facebook and Instagram pages	Continuous	10%
Writing articles on SRC activities for WVPU website and social media	Continuous	10%
Other duties as assigned	Continuous	20%

Qualifications needed to accomplish tasks and responsibilities:

- Motivated self-starter
- Team-oriented attitude
- Experience in developing social media content
- Experience using content creation and planning tools (Hootsuite, Canva, etc)
- Experience writing articles and online content in English
- Interest and experience in organizing events
- Interest and motivation to improve the student experience at Webster Vienna