

Webster University

Webster Staff Alliance

U.S. Extended Campus Professional Development Scholarship Information and Instructions

The Webster Staff Alliance (WSA) U.S. Extended Campus Professional Development Scholarship is designed to bring U.S. extended campus staff members to the home campus in St. Louis, MO, to participate in one of the following upcoming events:

The Diversity and Inclusion Conference
February 25 – 27, 2020

OR

The WSA Professional Development Day
March 10, 2020

The objective of the scholarship is to provide U.S. extended campus staff members with an opportunity to connect and engage with the home campus and home campus staff while participating in a professional development opportunity. The scholarship will cover the cost for travel (mileage reimbursement or airfare), lodging, and food.

Eligibility Requirements

To be eligible for the scholarship, a staff member must meet the following criteria:

1. Employed for Webster University at a U.S. extended campus as a full-time or part-time staff member.
2. Employed for Webster University for at least 1 year at the time of the event.

To Apply

Interested staff members may apply to attend only one event. In order to apply for the scholarship, please submit the following to wsa@webster.edu:

1. U.S. Extended Campus Professional Development Scholarship Application Form (see second page of this document)
2. Please make a selection on the form indicating which event you would like to attend
3. Ensure all required signatures are obtained prior to submittal
4. Your personal statement of 500 words or less (see below for directions)

Personal Statement

As part of the application for the scholarship, staff members must provide a personal statement of 500 words or less that identifies their event of choice and addresses all three of the following questions:

1. How will attending the selected event benefit you personally and professionally?
2. How will attending the selected event impact your ability to connect across the Webster network?
3. How will attending the selected event positively impact your job performance as well as benefit your extended campus and the students at your campus?

Applications are due by Friday, January 11, 2020

Review of applications will take place by the WSA Board. Selection of recipients will be based on the strength of an applicant's personal statement, an applicant's ability to address the above questions, and the networking opportunities attendance will provide to benefit the recipient and their extended campus. All applicants will be notified of final decisions by end of January 2020.

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U.S. Extended Campus Professional Development Scholarship Application Form

Name: _____ CARS ID No. _____

Title: _____ Hire Month & Year: _____

Email: _____ Telephone: (____) _____

Campus: _____

1. In addition to this form, I have attached my personal statement.

2. I am applying for a scholarship to attend (please pick one)

_____ **The Diversity and Inclusion Conference on February 25-27, 2020 at the St. Louis home campus.** I will make arrangements for travel and campus coverage while I am out in order to attend the entire event and additional meetings with main campus staff the following day (schedule permitting). This is a University-sponsored event during regular working hours, therefore, the use of vacation days is not required to attend.

_____ **The WSA Professional Development Day on Wednesday, March 10, 2020 at the St. Louis home campus.** I will make arrangements for travel and campus coverage while I am out in order to attend the entire event and additional meetings with main campus staff the following day (schedule permitting). This is a University-sponsored event during regular working hours, therefore, the use of vacation days is not required to attend.

Employee's Signature Date: _____

Supervisor's Approval Date: _____

Campus Director's Approval Date: _____

As Campus Director, I verify the employee will be able to travel to St. Louis, MO and the employee will not be required to use vacation days.