Webster Vienna Training Scholarship (WVTS):
Project Proposal

Department: Finance
Term: Fall 2020
Estimated weekly workload in hours: 10
Scholarship Amount: _50_% of two UG/G 3-credit course

Project Title: Administration
Project Leader: Mouhanad Mourad BA
WVTS Supervisor (if different than Project Leader):

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.)

<table>
<thead>
<tr>
<th>Tasks/Project Outputs</th>
<th>Deadline</th>
<th>Percentage of Time Spent on Responsibilities (equaling 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support in the finance Department e.g. Reimbursement, invoices, archive</td>
<td></td>
<td>40%</td>
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<tr>
<td>Accounting, Reports on Travelling</td>
<td></td>
<td>40%</td>
</tr>
<tr>
<td>Financial reports</td>
<td></td>
<td>20%</td>
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</tbody>
</table>

Qualifications needed to accomplish tasks and responsibilities:

- Ability to multi-task and prioritize tasks to meet deadlines
- Ability to work independently with minimal supervision.
- Intermediate or advanced proficiency in Microsoft Office
- Ability to speak and write in German language is a plus but not required.