Webster Vienna Training Scholarship (WVTS):
Project Proposal

Department: International Relations
Term: Fall 2020
Estimated weekly workload in hours: 15
Scholarship Amount: 75% of two UG/G 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

Project Outputs:

<table>
<thead>
<tr>
<th>Tasks/Project Outputs</th>
<th>Deadline</th>
<th>Percentage of Time Spent on Responsibilities (equaling 100%)</th>
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</thead>
<tbody>
<tr>
<td>Serve as support for the organization, promotion and implementation of one major workshop or conference (TBD) hosted within the IR Department</td>
<td>Ongoing</td>
<td>30%</td>
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<tr>
<td>Assist with the day-to-day administrative tasks within the office and IR Department.</td>
<td>Ongoing</td>
<td>10%</td>
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<tr>
<td>Help and support the organization of departmental events and short-term projects.</td>
<td>Ongoing</td>
<td>10%</td>
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<tr>
<td>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.</td>
<td>Ongoing</td>
<td>15%</td>
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<tr>
<td>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.</td>
<td>Ongoing</td>
<td>20%</td>
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<tr>
<td>Facilitate the organization, promotion and implementation of the “International Relations and Politics Research Seminar Series”.</td>
<td>Ongoing</td>
<td>15%</td>
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Qualifications needed to accomplish tasks and responsibilities:
- International Relations student preferred
- Must have strong organizational skills and pay high attention to detail
- Excellent MS Office skills
- Fluent in written and spoken English
- Strong communication skills
- Experience with online design & mailing applications (MailChimp, Canva etc.) preferred
- Administrative work experience preferred
- Minimum 3.0 GPA