

## Webster Vienna Training Scholarship (WVTS) Description

**Department: Academic Departments (International Relations, Media and Communications, Business and Management, and Psychology)**

The Academic Departments conduct valuable research and are the centers of academia. One or two WVTS are offered in each of the Academic Departments as **Research and Administrative Trainees**.

Responsibilities
Providing preliminary research support
Assisting with the proofreading and editing of written material
Communicate the department's activities via public channels
Support departmental events
Conduct interviews and surveys for various research faculty projects
Other duties as assigned

The responsibilities of this WVTS are subject to change based on the Scholarship Agreement.

Currently enrolled students who have received grades in at least one class are eligible to apply. Students must have a 3.0 grade point average (GPA) in order to apply and must maintain a 3.0 GPA.

The Webster Vienna Training Scholarship was created to provide scholarship opportunities for students needing financial assistance. Holders of the WVTS will be given a training opportunity.

WVTS are not employment and in no way guarantees employment at Webster Vienna Private University upon graduation.

## Webster Vienna Training Scholarship (WVTS) Description

### Department: Academic Services

The Academic Services Office functions as the information hub for faculty and students. One or two WVTS are offered in the Academic Services Office as **Academic Trainees**.

Responsibilities
Provide administrative and technical support to the Academic Services Office
Prepare, deliver, and process course evaluations in a timely manner
Assist the Academic Services Officer and instructors as needed (by proctoring exams, etc.)
Maintain the Academic Services webpage as needed and requested by supervisor
Other duties as assigned

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## Webster Vienna Training Scholarship (WVTS) Description

### Department: Recruitment and Admissions

The Admissions and Recruitment Office works in multiple countries to introduce prospective students to Webster Vienna Private University (WVPU). One or two WVTS are offered in the Admissions and Recruitment Office as **Recruitment and Admissions Trainees**.

The responsibilities of this WVTS are subject to change based on the Scholarship Agreement.

Responsibilities
Assist the admissions team by preparing materials to be mailed to prospective students, to be distributed at educational fairs, Open Information Evenings and other activities
Research public, private and international secondary schools for recruitment purposes
Attend local recruitment fairs as needed
Represent WVPU at local recruitment educational fairs as needed
Other duties as assigned

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## Webster Vienna Training Scholarship (WVTS) Description

### Department: Information Technology (IT)

The Information Technology (IT) department is in charge of all WVPU technology. The IT department offers two WVTS: **Information Technology Trainee** and **Media Lab Trainee**.

<b>Responsibilities: Information Technology Trainee</b>
Maintain and supervise the computer labs. Maintenance requires regular cleanups of hardware and software programs. Supervision requires monitoring the proper use of printers and other items as detailed in the "Rules of Engagement."
Assist WVPU community (staff, faculty, students) solve their computer-related problems and answer inquiries.
Monitor the status of the WVPU network and Internet services
<b>Responsibilities: Media Lab Trainee</b>
Maintain the student and faculty mailing lists
Supervise and support student use of the Media Labs
Utilize audio and video editing and recording software using Macintosh OS X and Adobe software
Maintain and record DV camera kit loans and returns
Clean and maintain equipment
Other duties as assigned

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## Webster Vienna Training Scholarship (WVTS) Description

### Department: Library

The Library provides a study space and research materials for students and faculty. The Library offers WVTS as **Library Trainees**.

Responsibilities
Library assistants supervise the library in the absence of the librarians. They check out books, sort and replace returned books, and other tasks related to materials circulation.
They deal with questions relating to research and assist students in the use of the catalog and electronic resources.
Library assistants maintain the stacks, ensuring that items are in the correct location. They also maintain the study areas, ensuring a pleasant environment.
Library assistants assist the librarians in special projects as defined by the librarians.

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## Webster Vienna Training Scholarship (WVTS) Description

### Department: Student Resource Center

The Student Resource Center acts as the center of student activities. The Student Resource Center offers six different WVTS: **Community Trainee**, **Event Trainee**, **Alumni Trainee**, **Volunteer Resident Assistant (VRA)\***, **Global Program Coordinator\*\*** and **Graduation Trainee\*\*\***.

<b>Responsibilities: Community Trainee</b>
Assist in planning and executing New Student Orientation
Promote events and projects to the student body, including via social media such as Facebook
Assist with event planning for various community events and excursions, Webster's Got Talent, Football Tournament, Campus Life Fair, and others
Advise the Student Community Coordinator on student-related issues on campus
Assist with administrative aspects of the Webster LEADS program
<b>Responsibilities: Event Trainee</b>
Assist the Event Coordinator in planning and executing various events on campus, which includes but is not limited to: processing Event Planning Form Responses, maintain the SSEC food and drink storage, and minimal set up on the day of the event.
Process and forward Webster Vienna Training Scholarship (WVTS) applications to scholarship supervisors
Maintain proper filings of all WVTS applications and contracts, event paperwork, housing paperwork, study abroad paperwork, and other filings as needed.
Create aesthetically pleasing displays for Student Life Fairs and other fairs on campus or in St. Louis
<b>Responsibilities: Alumni Trainee</b>
Update address data in Excel, Webster Vienna's CARS database, and Outlook
Contact alumni for current contact information, birthday wishes, and potential donations
Research alumni and prospective donors online
Print letters and labels and organize mailings
<b>Responsibilities: VRA</b>
Communicate effectively between Housing staff and residents, maintain housing files including contracts, check-in and check-out forms, and other relevant files

Plan events, including but not limited to Housing Orientation and Welcome parties
Supervise the student residence at 15 Heinestrasse, 1020 Vienna

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\*Please note that there are two VRA positions available to one graduate student and one undergraduate student at a time.

\*\*Please note that graduate IR students are preferred for the Global Program Coordinator position.

\*\*\*Please note that this position is only available during the Spring 2 term of the academic year. Please also note that the Graduation Ceremony Assistant is required to work during two break weeks, the week prior to the beginning of and the week following Spring 2.