

Webster Vienna Training Scholarship (WVTS):
Project Proposal

Department: Finance Department
Semester: Fall 2021 (from September 13th, 2021 to December 17th, 2021)
Estimated weekly workload in hours: /10/
Program Level: Undergraduate

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.)

Tasks/Project Outputs	Deadline	Percentage of Time Spent on Responsibilities (equaling 100%)
Support in the finance Department e.g. Reimbursement, invoices, archive		40%
Accounting, reports on Visa card expenditure		40%
Financial reports		20%

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.