

Webster Vienna Training Scholarship (WVTS): Project Proposal

Department: Library
Semester: Fall 2021 (from September to December)
Estimated weekly workload in hours: 10
Program Level: Undergraduate

Project Title: Promotions and Events
Project Leader: Benjamin Fasching-Gray

Project Outputs:

Tasks/Project Outputs	Deadline	Percentage of Time Spent on Responsibilities (equaling 100%)
Prepare slides (for the screens), posters, and physical book displays – following Webster brand guidelines and intellectual property law Brainstorm topics Assist with book selection for displays	Continuous: new book display every 2 weeks, new slide on the weeks in between.	15%
Provide images for library announcements in Webster Bulletin	Weekly	15%
Coordinating with SRC, SGA, Language Center and Counselling Center on Exam week programming cross-promotions	23 November	10%
Preparation of motivational posters and other decorations for the physical library in exam week	Exams week	10%
Provide front desk service including but not limited to processing loan transactions, resetting passwords, reserving group project rooms and answering the telephone.	Continuous	40%
Maintaining: shelf order in the collection, printer paper and toner, refilling staplers, as well as insuring a quiet studios atmosphere	Continuous	5%
Additional tasks as assigned	Continuous	5%

Qualifications needed to accomplish tasks and responsibilities:

- Familiarity with (or willingness to learn): Graphic design principles and Adobe CS
- Attention to detail, especially English grammar
- Creativity
- Media or Marketing major preferred
- Ability to collaborate with multiple stakeholders and respond effectively and gracefully to constructive criticism