

Webster Vienna Training Scholarship (WVTS): Project Proposal

Department: Library

Semester: Fall 2021

Estimated weekly workload in hours: 10

Program Level: Undergraduate

Project Title: Textbook Service Support – this project would require more hours during the beginning weeks of each term and less hours during the other weeks.

Project Leader and Supervisor: Benjamin Fasching-Gray

Project Outputs:

Tasks/Project Outputs	Deadline	Percentage of Time Spent on Responsibilities (equaling 100%)
Distributing textbooks: Check that student is authorized to collect textbook(s), provide equitable and courteous customer service, provide desk and inspection copies to faculty, maintain documented record of distribution, collect returned textbooks from students who have dropped	Weeks 1 to 3	40%
Maintaining Textbook Service inventory: Keep careful counts of textbook inventory and enrollments	Weeks 1 to 4	5%
Prepare list of students who dropped without returning textbooks	Week 5	5%
Coordinate Overstock: prepare returns (document and package), move post-distribution inventory to storeroom and adjust storeroom inventory and shelving accordingly	Week 7	5%
Prepare Textbook Service for following term distribution	Week 8	5%
Provide front desk service including but not limited to processing loan transactions, resetting passwords, reserving group project rooms and answering the telephone.	Continuous	30%
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:

- Flexible schedule, especially from Aug. 27 - Sep. 6 and again from Oct. 28 – Oct. 31
- Familiarity with MS Office
- Some heavy lifting
- Attention to detail
- Ability to work independently and in a team