

Webster Vienna Training Scholarship (WVTS):  
Project Proposal

Department: Student Resource Center  
Semester: Fall 2021 (from September to December)  
Estimated weekly workload in hours: 20  
Program Level: Undergraduate

Project Title: Student Activities, Events and Communication  
Project Leader: Serena Giacomini  
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%)
Assist in the implementation of New Student Orientation community building events and on campus welcoming in Fall	September 2 - 10, 2021	20%
Act as the main organizer for Community Week, which includes organizing the appropriate format, receiving quotes for potential vendors, reach out to other key players in the community, planning marketing efforts and implementing the event	November	40%
Assist in planning social media posts for the SRC Facebook and Instagram pages	Continuous	20%
Assist in planning Webster's Got Talent + European Summit for Spring 2022	End of December	10%
Other duties as assigned	Continuous	10%

Qualifications needed to accomplish tasks and responsibilities:

- Motivated self-starter
- Team-oriented attitude
- Experience in developing social media content
- Experience using content creation and planning tools (Hootsuite, Canva, etc)
- Experience writing articles and online content in English
- Interest and experience in organizing events
- Interest and motivation to improve the student experience at Webster Vienna